



Proposed Budget

FY 2023-2024 Budget Message



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FY 2023-2024 Budget Message

To: Port of Tillamook Bay Budget Committee

From: Pami Boomer, Budget Officer 

Date: 4/20/2023

Re: 2023-2024 Fiscal Year Proposed Budget

The proposed budget figures are based on the best estimate of revenue (resources) and expenses (requirements) for the fiscal year beginning on July 1, 2023, through June 30, 2024. The Port supervisors along with the General Manager have worked together to create an accurate and realistic budget proposal for the fiscal year.

After multiple discussions regarding the Port's departments, the Port supervisors and General Manager have decided to rename department 60 from Air Museum to Hangar B. We feel like this will help with future discussions regarding the future of the building itself.

The proposed general fund budget is broken out by the following departments:

- 10 - Administration
- 20 - Airport
- 30 - Industrial Park
- 40 - Utilities
- 50 - Railroad
- 60 - Hangar B

Net Working Capital:

After reviewing our known upcoming expenses and expected revenue coming in, the Port has estimated that our beginning working capital will be \$1,825,000. This includes monies in these accounts: US Bank, LGIP 5329, LGIP 6162.

10 - Administration:

Resources:

The administration department is showing an increase in revenue of 40%. Based on the current year's data, we estimate receiving more interest income from our LGIP accounts. We expect to continue receiving an estimated \$60,000 in property taxes and have been notified that our expected Timber/Land County Taxes are estimated to be \$17,463. Both are an increase from this current year.

Requirements:

Requirements for Administration show a slight decrease of 6% from the current budgeted year. This decrease derives from not having a capital outlay project this upcoming year. The remaining requirements are expected to trend the same as this current year.

20 - Airport:**Resources:**

While the overall operating resources increased 4%, there are a few changes I would like to direct your attention to. Expected building rent revenue decreased overall by 20%. This decrease is due to the agreed lease terms and revenue for the Airport Business Park. The budgeted T-hangar rent increased 24%. Our hangars have consistently had 100% occupancy of rentable hangars. The Port currently utilizes one of the hangars for our airport equipment needs. We have come up with a solution to vacate this hangar and make it leasable for pilots' needs. Fiscal year 2023-2024 the staff will be working on workplans for the hangars and have budgeted an increase in hangar base rent to help with the workplan.

Grant revenue is budgeted at a decrease of 95%. The Port has not included the Airport Business Park Expansion in the proposed budget. We will hold a supplemental budget hearing once we secure the funding. The grants expected FYE 2024 are FAA Fuel System Improvement, COAR Match for Fuel System Improvement, and FAA Airport Master Plan Update.

Requirements:

Operating requirements are expected to stay consistent with the current budgeted year, while capital outlay decreased significantly due to removing the Airport Business Park Expansion from the budget.

30 - Industrial Park:**Resources:**

We budgeted for slight increases in operating revenue in alignment with lease agreements and increases in occupancy of leasable spaces. We decreased the expected Disc Golf Parking revenue by \$60,000 for the upcoming year. This project has had some minor setbacks, but we expect to have the parking area and first 9 holes installed and ready for use in FYE 2024. There is also a decrease in the sale of assets budget line. Currently, we have no expectations of any sales.

Requirements:

After discussion regarding the upcoming road maintenance needed, the Industrial Park Supervisor, District Engineer, Budget Officer, and General Manager felt that it needed to be moved to capital outlay category. This change was a reduction in material and services. Along with that change some small changes in line items were made based on the last full fiscal year and current year to date expense, our material and services category shows a slight decrease of 2%.

Capital outlay increased 41% from the current budgeted year. Most of the increase is Road Maintenance work needed in 2023-2024.

40 - Utilities:

Resources:

There is a 10% increase budgeted for sewer income this year. This increase is to help with repayment of upgrades that will be needed for the lagoons. The finance office will start setting aside \$3,000 a month to help with the potential loan payment needed for the upgrades. The Utilities Supervisor based the revenue expected on historical numbers for both water and sewer. Septage receiving has been steadily above what was budgeted, so we are showing a slight increase in revenue for fiscal year 2023-24.

There is no expected grant revenue currently.

Requirements:

The overall requirements decreased 69%. The main contributor to the decrease is in capital outlay. We expect to have a large expense for the lagoons upgrades but have not included this in the proposed budget. Once we have both the expense and revenue source secured, we will hold a supplemental budget hearing, unless it is identified to be in a different fiscal year.

The remaining budgeted expenses were calculated based off the prior fiscal year as well as the current year.

50 - Railroad:

Resources:

The railroad department continues to stay steady with revenue. The budget includes a new revenue line item – TLW Generator Loan Repayment. The Port Board approved a loan to Tillamook Lightwave for a new generator (resolution 2022-2023 #2). The term of the repayment is 5 years and follows an amortization schedule.

Requirements:

Railroad requirements were calculated based off the prior fiscal year as well as the current year. We do not expect any changes.

You will notice an increase in Debt. We have budgeted an additional \$40,000 for payoff of a current loan. We currently have additional money set aside for debt that was paid off in fiscal year 2022-23. After careful consideration, the Port feels like paying off this debt will benefit the Port and will strive to pay this debt off in July 2023.

60 - Hangar B:

For the fiscal year 2023-2024, the Port has decided to put all revenue and requirements related to Hangar B (Building 54) in this department. The name of this Department will change from Air Museum to Hangar B. As discussions continue regarding the structure, management felt this would be the best way to accurately reflect all revenue and expense related to Hangar B.

Resources:

Museum entrance fees were raised in March 2023. This is reflected in our 2023-2024 budget, with an increase in museum revenue of 16%. The remaining revenue was budgeted based on the prior year actuals.

Requirements:

Operating expenses were budgeted based on actuals from previous years as well as the current year to date numbers. Operating expenses are expected to have a slight increase.

This year as we continue to prioritize the structure, we included additional expense in capital outlay.

Other Notes on Requirements:

A 3% cost of living increase is included and being recommended for all Port employees. In addition to the current staff, we have budgeted for two potential additional positions. Management is continually reviewing the staffing needs of the Port and looking at restructuring the organization. Any overtime for eligible employees will continue to be monitored and on a manager approved basis. We are continuing to follow all PERS updates.

Please remember that we strive to create a realistic budget. That said, there are unforeseen expenses and revenues that cannot be captured during budget time. There are also items that are beyond our control. We come up with the best estimate we can with the best information we have at the time.

I look forward to our presentation of this proposed FY 2023-2024 Budget to each of you and again thank you for your participation and contribution to this annual process as each of us seek to improve the Port of Tillamook Bay. We have the chance to change the economy not only for the Port of Tillamook Bay, but Tillamook County as well.



Proposed Budget

FY 2023-2024 Proposed Budget

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	RESOURCES	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
1	Net working Capital (accrual basis)	1,199,689	1,861,552	1,700,000	1,825,000		
2							
3	ADMINISTRATION - 10						
4	OPERATING REVENUE						
5	Service Charges	-	5,747	5,000	5,000		
6	LGIP Interest Income (Pool 5329)	9,885	7,673	4,431	20,000		
7	Lottery Bond Interest (Pool 6162)	1,450	1,643	2,000	10,000		
8	Miscellaneous Income	10	50	-	-		
9	OPERATING REVENUE TOTALS	11,345	15,113	11,431	35,000	-	-
10							
11	GRANT REVENUE						
12	Grant Revenue State	97,734	-	-	-	-	-
13	GRANT REVENUE TOTALS	97,734	-	-	-	-	-
14							
15	OTHER REVENUE						
16	Current Taxes	58,300	60,582	55,000	60,000		
17	Prior Year Taxes	2,235	2,080	1,500	1,500		
18	Property Tax Interest	19	3	5	5		
19	Timber/Land County Taxes	15,111	6,588	12,770	17,463		
20	Heavy Equipment Rental Tax	-	30	-	30		
21	Insurance Reimbursement	6,956	-	-	-		
22	Sale of Property	14,209	-	-	-		
23	TLW Revenue Share	6,351	6,351	5,000	6,351		
24	OTHER REVENUE TOTALS	103,180	75,634	74,275	85,349	-	-
25							
26	TOTAL ADMIN REVENUE	212,258	90,747	85,706	120,349	-	-
27							
28	AIRPORT - 20						
29	OPERATING REVENUE						
30	Building Rent	154,745	154,745	160,000	128,320		
31	Land Rent	102,192	104,023	105,000	108,290		
32	Hangar Rent	101,714	103,653	105,000	130,000		
33	Courtesy Car Donations	76	-	-	-		
34	Event Rental	75	485	500	500		
35	Aviation Fuel Sales	93,252	139,061	130,000	153,000		
36	Reimburse Prior Expenses	-	399	-	-		
37	Hunting Permits	2,770	3,105	3,500	3,600		
38	RV Park	14,380	21,250	30,000	30,000		
39	OPERATING REVENUE TOTALS	469,204	526,721	534,000	553,710	-	-
40							
41	GRANT REVENUE						
42	Grant Revenue Federal	146,258	3,074,537	1,928,842	678,600		
43	Grant Revenue State	-	-	12,315,263	17,600		
44	GRANT REVENUE TOTALS	146,258	3,074,537	14,244,105	696,200	-	-
45							
46	TOTAL AIRPORT REVENUE	615,462	3,601,259	14,778,105	1,249,910	-	-
47							
48	INDUSTRIAL PARK - 30						
49	OPERATING REVENUE						
50	Road Maintenance Fee	89,985	90,974	100,000	100,000		
51	Building Rent	1,296,817	1,368,877	1,416,000	1,473,184		
52	Land Rent	145,829	95,558	70,000	95,106		
53	Event Rental Income	9,910	21,841	25,000	25,000		
54	Sewer Income - Port Use	2,485	-	-	-		
55	Customer Electricity	28,078	12,830	50,000	25,000		

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	RESOURCES	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
1	Public Record Request	-	30	-	-		
2	Airport Business Park	84,000	84,000	84,000	84,000		
3	Miscellaneous Income	3,212	5,476	-	-		
4	Septage Receiving Station	50	-	-	-		
5	Property Tax Revenue from Tenant	21,815	31,746	40,000	40,000		
6	Prior Year Taxes	6	-	-	-		
7	Reimburse Prior Expenses	11,469	4,368	-	-		
8	DEQ Fine Reimbursement	17,000	-	-	-		
9	Sale of Assets	378,000	-	400,000	-		
10	Insurance Reimbursement	149,403	8,978	10,600	10,000		
11	Headquarters Receivable Payment	14,474	14,446	25,000	25,000		
12	Parking - Disc Golf	-	-	80,000	20,000		
13	OPERATING REVENUE TOTALS	2,252,533	1,739,124	2,300,600	1,897,291	-	-
14							
15	GRANT REVENUE						
16	Grant Revenue - Federal	30,000	-	-	-		
17	Grant Revenue - Other	-	-	20,000	-		
18	GRANT REVENUE TOTALS	30,000	-	20,000	-	-	-
19							
20	TOTAL IP REVENUE	2,282,533	1,739,124	2,320,600	1,897,291	-	-
21							
22	UTILITIES - 40						
23	OPERATING REVENUE						
24	Water Income	213,296	221,003	217,652	230,000		
25	Water (Port Usage)	6,575	23,473	31,000	23,408		
26	Sewer Income	141,488	138,524	148,121	200,000		
27	Sewer (Port Usage)	-	7,393	14,500	10,882		
28	Water Connection Fees	750	-	-	-		
29	Septage Receiving Station	148,570	159,476	155,000	185,000		
30	Reimburse Prior Expenses	-	-	-	-		
31	OPERATING REVENUE TOTALS	510,678	549,870	566,273	649,290	-	-
32							
33	GRANT REVENUE						
34	Grant Revenue Federal	34,760	-	-	-		
35	OBDD Grant	-	-	50,000	-		
36	Grant Revenue - Other	-	-	1,412,000	-		
37	GRANT REVENUE TOTALS	34,760	-	1,462,000	-	-	-
38							
39	TOTAL UTILITIES REVENUE	545,438	549,870	2,028,273	649,290	-	-
40							
41	RAILROAD - 50						
42	OPERATING REVENUE						
43	Building Rent	65,347	57,716	65,000	75,000		
44	Sale of Assets	-	6,000	-	-		
45	Switching Charge - Originating	284,896	241,615	276,000	276,000		
46	RR Equipment Lease	24,350	12,475	10,000	15,000		
47	OCSR Revenue Share Payment	29,136	48,833	75,000	75,000		
48	Fiber Lease Payment	127,258	127,258	125,000	127,000		
49	TLW Generator Loan Repayment	-	-	-	22,000		
50	Salmonberry Trail Development Fee	-	-	2,000	2,000		
51	OPERATING REVENUE TOTALS	530,988	493,897	553,000	592,000	-	-
52							
53	GRANT REVENUE						
54	Grant Revenue State	28,417	-	-	-		
55	GRANT REVENUE TOTALS	28,417	-	-	-	-	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	RESOURCES	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
1							
2	OTHER REVENUE						
3		-	-	-	-	-	-
4	OTHER REVENUE TOTALS	-	-	-	-	-	-
5							
6	TOTAL RAILROAD REVENUE	530,988	493,897	553,000	592,000	-	-
7							
8	HANGAR B - 60						
9	OPERATING REVENUE						
10	Donations	3,871	4,668	4,000	4,000		
11	Donations - Convair	2,524	1,754	2,000	1,000		
12	Donations - B52 Cockpit	-	1,876	2,000	2,000		
13	Building Rent	122,828	117,742	119,000	114,339		
14	RV Storage	85,222	88,392	90,000	90,000		
15	Event Rental	550	1,525	10,000	5,000		
16	Gift Shop	120,565	158,416	175,000	175,000		
17	Retail Sales - Customer Shipping	12	21	300	-		
18	Property Tax Revenue	39	18	-	1,224		
19	Reimburse Prior Expenses	852	883	-	-		
20	Museum Revenue	285,151	428,157	400,000	465,063		
21	Penny Machine	1,192	1,489	2,000	2,000		
22	OPERATING REVENUE TOTALS	622,803	804,941	804,300	859,626	-	-
23							
24	GRANT REVENUE						
25	EDC Grant	-	-	-	-	-	-
26	Grant Revenue Other	-	41,252	87,500	-		
27	GRANT REVENUE TOTALS	-	41,252	87,500	-	-	-
28							
29	TOTAL NAST MUSEUM REVENUE	622,803	846,193	891,800	859,626	-	-
30							
31							
32	GENERAL FUND RESOURCE TOTAL	6,009,171	9,182,642	22,357,484	7,193,465	-	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENT TOTALS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
1	ADMINISTRATION						
2	PERSONAL SERVICES	382,453	425,871	480,469	474,184	-	-
3	MATERIAL AND SERVICES	211,820	164,649	203,130	217,137	-	-
4	CAPITAL OUTLAY	-	7,025	50,000	-	-	-
5	LONG TERM DEBT	11,554	16,398	11,594	11,366	-	-
6	TOTAL ADMINISTRATION REQUIRMENTS	605,827	613,943	745,193	702,687	-	-
7							
8	AIRPORT						
9	PERSONAL SERVICES	220,251	232,355	342,887	341,301	-	-
10	MATERIAL AND SERVICES	262,918	294,836	341,315	346,620	-	-
11	CAPITAL OUTLAY	3,640,000	3,205,855	14,304,105	823,000	-	-
12	LONG TERM DEBT	1,851	1,818	1,858	1,821	-	-
13	TOTAL AIRPORT REQUIRMENTS	4,125,021	3,734,864	14,990,165	1,512,742	-	-
14							
15	INDUSTRIAL PARK						
16	PERSONAL SERVICES	420,613	354,750	646,708	620,747	-	-
17	MATERIAL AND SERVICES	394,740	436,457	497,800	489,356	-	-
18	CAPITAL OUTLAY	300,000	52,782	249,500	351,500	-	-
19	LONG TERM DEBT	574,321	633,484	646,752	561,252	-	-
20	TOTAL IP REQUIRMENTS	1,689,674	1,477,473	2,040,760	2,022,855	-	-
21							
22	UTILITIES						
23	PERSONAL SERVICES	146,638	197,227	257,473	244,403	-	-
24	MATERIAL AND SERVICES	207,833	247,578	394,700	368,957	-	-
25	CAPITAL OUTLAY	271,554	208,375	1,603,588	75,000	-	-
26	LONG TERM DEBT	15,985	15,697	16,040	15,724	-	-
27	TOTAL UTILITIES REQUIRMENTS	642,010	668,877	2,271,801	704,085	-	-
28							
29	RAILROAD						
30	PERSONAL SERVICES	40,732	34,392	63,410	81,114	-	-
31	MATERIAL AND SERVICES	261,301	271,346	291,475	279,226	-	-
32	CAPITAL OUTLAY	-	-	-	-	-	-
33	LONG TERM DEBT	26,350	26,397	26,418	59,532	-	-
34	TOTAL RAILROAD REQUIRMENTS	328,382	332,135	381,303	419,871	-	-
35							
36	AIR MUSEUM						
37	PERSONAL SERVICES	375,892	413,561	540,503	548,231	-	-
38	MATERIAL AND SERVICES	168,474	254,999	286,260	312,494	-	-
39	CAPITAL OUTLAY	-	19,668	111,500	200,000	-	-
40	LONG TERM DEBT	-	-	-	-	-	-
41	TOTAL NAST MUSEUM REQUIRMENTS	544,366	688,229	938,263	1,060,725	-	-
42	RESERVED FOR FUTURE EXPENDITURE						
43	Reserved for Future Expenditure	780,344	975,559	990,000	770,500	-	-
44	TOTAL RESERVED FOR FUTURE EXPENDITURE	780,344	975,559	990,000	770,500	-	-
45							
46	TOTAL REQUIRMENTS	8,715,624	8,491,080	22,357,484	7,193,465	-	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
ADMINISTRATION							
1	PERSONAL SERVICES						
2	PAYROLL						
3	Salaries - Administration	227,858	256,344	294,879	295,446		
4	Overtime	162	410	500	500		
5	Holiday Bonuses	600	6,648	8,500	-		
6	Accrued Vacation	909	11,663	1,000	1,000		
7	PAYROLL TOTALS	229,529	275,065	304,879	296,946	-	-
8							
9	PAYROLL EXPENSES & BENEFITS						
10	Social Security	17,268	19,286	20,642	20,681		
11	Unemployment Insurance (FUTA)	-	-	2,694	-		
12	Medical and Dental Insurance	67,254	49,286	63,020	66,407		
13	Workers Compensation	12,944	10,634	10,000	11,000		
14	Retirement	54,461	70,424	78,359	78,500		
15	State Tax WH Expnse	769	1,110	-	-		
16	Background Checks	-	-	500	500		
17	Employee Drug Testing	227	67	375	150		
18	PAYROLL EXPENSE AND BENEFITS TOTALS	152,923	150,806	175,590	177,238	-	-
19							
20	TOTAL PERSONAL SERVICES	382,453	425,871	480,469	474,184	-	-
21							
22	MATERIALS AND SERVICES						
23	Office Supplies	8,751	8,220	8,400	12,000		
24	Commissioner's Expenses	-	75	2,000	2,000		
25	Banking Charges	1,055	1,549	1,800	2,100		
26	Advertising/Public Notices	457	1,354	1,000	1,000		
27	Late Fee	79	116	250	250		
28	Credit Card Processing Fee	154	240	240	240		
29	Computer Supplies	11,726	1,409	10,000	10,000		
30	Maintenance & Supplies	643	176	-	-		
31	Bad Debt	59,068	-	-	-		
32	Legal Services	2,940	638	2,500	3,000		
33	Audit, Accounting Services	59,084	59,071	75,000	55,000		
34	Promotional Development	100	150	5,000	5,000		
35	Safety Supplies	647	71	200	500		
36	Training/Classes	49	51	1,500	1,500		
37	Employment Services	2,230	2,107	5,000	5,000		
38	Telephone	3,054	1,775	1,740	3,000		
39	Trip Expense	53	159	500	3,000		
40	Shipping/Freight	220	-	-	-		
41	License, Fees, Dues, Subscriptions	16,695	17,462	20,000	16,710		
42	Miscellaneous Expense	-	1	-	-		
43	Insurance	16,934	23,320	22,000	23,587		
44	Contractual Services	25,847	43,318	40,000	67,250		
45	Meeting / Confrences	2,035	3,143	6,000	6,000		
46	Museum Exhibit Expense	-	244	-	-		
47	Cash Over/Short	-	-	-	-		
48	MATERIAL AND SERVICE TOTALS	211,820	164,649	203,130	217,137	-	-
49							
50	CAPITAL OUTLAY						
51	Capital - Equipment	-	7,025	50,000	-		
52	CAPTAL OUTLAY TOTALS	-	7,025	50,000	-	-	-

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
ADMINISTRATION							
1	LONG TERM DEBT						
2	PRINCIPAL						
3	2016 C/B USNB Refi	5,047	5,253	5,459	5,665		
4	PRINCIPAL TOTALS	5,047	5,253	5,459	5,665	-	-
5							
6	INTEREST EXPENSE						
7	2016 C/B USNB Refi	6,507	6,093	6,135	5,701		
8	INTEREST EXPENSE TOTALS	6,507	6,093	6,135	5,701	-	-
9							
10	Amortization Expense	-	-	-	-	-	-
11	Loan Fees	-	5,052	-	-	-	-
12	ADDITIONAL DEBT EXP TOTALS	-	5,052	-	-	-	-
13							
14	DEBT TOTALS	11,554	16,398	11,594	11,366	-	-
15							
16	TOTAL ADMIN REQUIREMENTS	605,827	613,943	745,193	702,687	-	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2022-24	Approved 2022-24	Adopted 2022-24
AIRPORT							
1	PERSONAL SERVICES						
2	PAYROLL						
3	Salaries - Airport	114,514	137,010	205,848	202,724		
4	Overtime	454	200	750	750		
5	Accrued Vacation	-	2,323	500	500		
6	PAYROLL TOTALS	114,967	139,533	207,098	203,974	-	-
7							
8	PAYROLL EXPENSES & BENEFITS						
9	Social Security	8,215	9,838	14,409	14,191		
10	Unemployment Insurance (FUTA)	-	-	1,881	-		
11	Medical and Dental Insurance	59,883	49,425	64,718	69,138		
12	Workers Compensation	7,511	2,224	2,500	2,500		
13	Retirement	29,084	30,522	52,281	51,499		
14	State Tax WH Expense	592	813	-	-		
15	PAYROLL EXPENSE AND BENEFITS TOTALS	105,284	92,822	135,789	137,328	-	-
16							
17	TOTAL PERSONAL SERVICES	220,251	232,355	342,887	341,301	-	-
18							
19	MATERIALS AND SERVICES						
20	Office Supplies	486	206	250	250		
21	Advertising Expense	1,237	225	-	-		
22	Janitorial Services	1,585	2,470	2,400	2,700		
23	Airport Business Park Rent	84,000	84,000	84,000	84,000		
24	Processing Fees/Credit Cards	4,454	4,467	4,800	5,400		
25	Computer	-	218	2,000	2,000		
26	Aviation Fuel for Retail Sales	75,960	115,567	125,000	147,000		
27	Maintenance and Supplies	18,537	23,039	43,450	35,000		
28	Legal Services	200	500	5,000	7,500		
29	Equipment Rental	189	-	-	-		
30	Promotional Development	-	70	-	-		
31	Safety Supplies	1,302	475	600	600		
32	Training/Classes	-	-	2,500	2,500		
33	Signage	50	313	-	500		
34	Telephone	5,886	6,361	7,200	7,200		
35	Electricity	6,266	6,658	7,500	7,500		
36	Trip Expense	-	-	1,000	1,000		
37	Licenses/Fees/Dues/Permits	9,563	4,712	11,000	11,889		
38	Garbage Services	1,344	1,666	1,875	1,875		
39	Testing	367	493	1,000	1,200		
40	Insurance	13,715	28,662	25,000	19,704		
41	Fuel for vehicles & maint. Equip.	546	744	1,200	1,200		
42	Water - Port Use	250	4,024	4,200	3,915		
43	Sewer - Port Use	366	1,591	2,340	2,187		
44	Contractual Services	36,516	8,176	9,000	1,500		
45	Prepayment Refunds	-	-	-	-		
46	Meeting Expenses	100	200	-	-		
47	MATERIAL AND SERVICE TOTALS	262,918	294,836	341,315	346,620	-	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2022-24	Approved 2022-24	Adopted 2022-24
AIRPORT							
1	CAPITAL OUTLAY						
2	FAA AIP Project	-	3,205,855	2,078,842	754,000		
3	Airport Buisness Park Feasibility Study	-		12,165,263	-		
4	Capital Outlay - Equipment	400,000		-	39,000		
5	FAA AIP - Apron 2 Rehab	165,000		-	-		
6	FAA Supplemental	3,000,000		-	-		
7	Capital Outlay - Construction	75,000		60,000	30,000		
8	CAPTAL OUTLAY TOTALS	3,640,000	3,205,855	14,304,105	823,000	-	-
9							
10	LONG TERM DEBT						
11	PRINCIPAL						
12	2016 C/B USNB Refi	809	842	875	908		
13	PRINCIPAL TOTALS	809	842	875	908	-	-
14							
15	INTEREST EXPENSE						
16	2016 C/B USNB Refi	1,042	976	983	913		
17	INTEREST EXPENSE TOTALS	1,042	976	983	913	-	-
18							
19	ADDITIONAL DEBT EXPENSES						
20	Loan Fees	-	-	-	-	-	-
21	ADDITIONAL DEBT EXP TOTALS	-	-	-	-	-	-
22							
23	DEBT TOTALS	1,851	1,818	1,858	1,821	-	-
24							
25	TOTAL AIRPORT REQUIREMENTS	4,125,021	3,734,864	14,990,165	1,512,742	-	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
INDUSTRIAL PARK							
1	PERSONAL SERVICES						
2	PAYROLL						
3	Maintenance Salaries	244,455	215,099	371,864	343,564		
4	Overtime	186	359	1,500	1,500		
5	Accrued Vacation	124	-	1,000	1,000		
6	PAYROLL TOTALS	244,765	215,458	374,364	346,064	-	-
7							
8	PAYROLL EXPENSES & BENEFITS						
9	Social Security	17,837	16,895	26,030	24,049		
10	Unemployment Insurance (FUTA)	-	-	3,398	-		
11	Medical and Dental Insurance	90,304	63,550	143,949	158,743		
12	Workers Compensation	21,446	5,541	6,000	6,000		
13	Retirement	44,735	51,691	92,966	85,891		
14	State Tax WH Expense	1,526	1,614	-	-		
15	PAYROLL EXPENSE AND BENEFITS TOTALS	175,848	139,292	272,344	274,683	-	-
16							
17	TOTAL PERSONAL SERVICES	420,613	354,750	646,708	620,747	-	-
18							
19	MATERIALS AND SERVICES						
20	Road Maintenance	645	-	47,000	-		
21	Advertising	316	50	-	-		
22	Janitorial Services	9,200	12,565	12,000	14,000		
23	Late Fee	-	14	-	-		
24	Credit Card Processing Fee	3,159	-	2,000	-		
25	Computer Supplies	-	26,606	-	-		
26	Property Tax Payments	45,665	51,381	60,000	70,000		
27	Maintenance & Supplies	83,834	112,429	60,000	90,000		
28	Landfill Maintenance	-	400	21,000	30,797		
29	Stormwater Maintenance	3,347	-	-	-		
30	Consultants/Lobbying	5,827	-	-	-		
31	Legal Services	20,467	15,573	10,000	15,000		
32	Equipment Rental	437	1,134	1,000	-		
33	Promotional Development	-	100	-	-		
34	Safety Supplies	2,076	173	3,000	3,000		
35	Training/Classes	-	-	1,000	1,000		
36	Employment Services	92	-	-	-		
37	Wheeling Charge	184	-	-	-		
38	Signage	402	572	5,000	5,000		
39	Telephone	16,249	13,011	20,000	15,000		
40	Electricity	77,787	60,091	85,000	78,000		
41	Trip Expense	189	-	-	-		
42	License, Fees, Dues, Permit	1,404	707	6,000	6,000		
43	DEQ Fines & Penalties	17,000	-	-	-		
44	Garbage Services	5,517	4,681	4,800	5,400		
45	Miscellaneous	269	-	-	-		
46	Testing	8,788	6,567	7,000	9,000		
47	Insurance	61,990	85,462	65,000	70,426		
48	Fuel/Oil - Ind. Park	11,950	21,684	25,000	25,000		
49	Water - Port Use	3,467	10,401	13,000	9,937		
50	Sewer - Port Use	1,459	3,193	10,000	4,796		

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
INDUSTRIAL PARK							
1	Contractual Services	11,835	9,664	40,000	37,000		
2	Prepayment Refunds	1,185	-	-	-		
3	Meeting Expenses	-	-	-	-		
4	Museum Exhibit Expense	-	-	-	-		
5	MATERIAL AND SERVICE TOTALS	394,740	436,457	497,800	489,356	-	-
6							
7 CAPITAL OUTLAY							
8	Equipment Capital Expense	-	750	49,500	24,000		
9	Construction Capital Expense	300,000	52,032	200,000	227,500		
10	Road Maintenance Capital Expense	-	-	-	100,000		
11	CAPITAL OUTLAY TOTALS	300,000	52,782	249,500	351,500	-	-
12							
13 LONG TERM DEBT							
14 PRINCIPAL							
15	SPWF #X03002 - Compost Facility	10,669	10,669	11,389	-		
16	OBDD #040- 179 Compost Facility	45,697	47,449	63,058	-		
17	2016 C/B USNB Refi	192,791	200,660	208,529	216,398		
18	2016 C/B USNB Refi - Digester Portion	30,699	31,952	33,205	34,458		
19	SPWF L14002	-	27,762	28,859	29,999		
20	PRINCIPAL TOTALS	279,855	318,491	345,040	280,854	-	-
21							
22 INTEREST EXPENSE							
23	Interest Payments	-	-	-	-		
24	2016 C/B USNB Refi	248,570	241,740	234,335	217,763		
25	2016 C/B USNB Refi - Digester Portion	39,580	38,493	37,314	34,675		
26	SPWF #X03002 - Compost Facility	1,098	1,098	378	-		
27	OEDD #040- 179 Compost Facility	5,217	3,465	585	-		
28	SPWF L14002	-	30,197	29,100	27,960		
29	INTEREST EXPENSE TOTALS	294,466	314,993	301,712	280,398	-	-
30							
31 ADDITIONAL DEBT EXPENSES							
32							
33	ADDITIONAL DEBT EXP TOTALS	-	-	-	-	-	-
34							
35	DEBT TOTALS	574,321	633,484	646,752	561,252	-	-
36							
37	TOTAL IP REQUIREMENTS	1,689,674	1,477,473	2,040,760	2,022,855	-	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
UTILITIES							
1	PERSONAL SERVICES						
2	PAYROLL						
3	Salaries - Utilities	89,296	129,459	160,092	149,107		
4	Overtime	80	240	1,000	1,000		
5	Accrued Vacation	66	2,241	1,000	2,500		
6	PAYROLL TOTALS	89,442	131,940	162,092	152,607	-	-
7							
8	PAYROLL EXPENSES & BENEFITS						
9	Social Security	6,650	9,649	11,206	10,437		
10	Unemployment Insurance (FUTA)	-	-	1,463	-		
11	Medical and Dental Insurance	22,580	25,357	39,189	39,682		
12	Workers Compensation	7,975	3,300	3,500	3,500		
13	Retirement	19,538	26,119	40,023	37,277		
14	State Tax WH Expense	452	862	-	900		
15	PAYROLL EXPENSE AND BENEFITS TOTALS	57,195	65,287	95,381	91,796	-	-
16							
17	TOTAL PERSONAL SERVICES	146,638	197,227	257,473	244,403	-	-
18							
19	MATERIALS AND SERVICES						
20	Office Supplies	701	658	-	-		
21	Credit Card Processing Fees	2,161	-	-	-		
22	Computer Supplies	-	855	-	-		
23	Maintenance & Supplies	18,373	22,786	35,000	35,000		
24	Storm Water Maintenance	-	-	35,000	35,000		
25	Legal Services	-	3,740	1,000	1,000		
26	Equipment Rental	76	-	500	500		
27	Safety Supplies	618	76	500	500		
28	Training/Classes	-	-	3,500	3,500		
29	Telephone	1,634	1,565	3,600	1,800		
30	Electricity	2,234	2,950	3,500	3,000		
31	Trip Expense	-	-	1,000	1,000		
32	Licenses/Dues/Fees/Permits	6,523	7,281	6,000	6,000		
33	Garbage Services	1,656	1,738	1,800	1,920		
34	Testing Costs	13,210	8,296	19,800	8,650		
35	Insurance	17,692	25,328	18,000	18,887		
36	Vehicle Fuel	1,160	3,182	4,000	3,500		
37	Water	123,504	130,980	135,000	139,200		
38	Water - Port Use	1,772	5,012	7,500	6,500		
39	Small Tools	-	630	-	-		
40	Contractual Services	16,519	31,923	119,000	103,000		
41	Meeting Expenses	-	579	-	-		
42	MATERIAL AND SERVICE TOTALS	207,833	247,578	394,700	368,957	-	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
UTILITIES							
1	CAPITAL OUTLAY						
2	Equipment Capital Outlay	-	-	60,000	-	-	-
3	Admin Capital Outlay	-	420	-	-	-	-
4	Construction Capital Outlay	271,554	205,646	1,543,588	75,000	-	-
5	Permit Capital Exp	-	147	-	-	-	-
6	Office Capital Exp	-	2,162	-	-	-	-
7	CAPTAL OUTLAY TOTALS	271,554	208,375	1,603,588	75,000	-	-
8							
9	LONG TERM DEBT						
10	PRINCIPAL						
11	2016 C/B USNB Refi	6,983	7,268	7,553	7,838	-	-
12	PRINCIPAL TOTALS	6,983	7,268	7,553	7,838	-	-
13							
14	INTEREST EXPENSE						
15	2016 C/B USNB Refi	9,003	8,430	8,487	7,887	-	-
16	INTEREST EXPENSE TOTALS	9,003	8,430	8,487	7,887	-	-
17							
18	ADDITIONAL DEBT EXPENSES						
19							
20	ADDITIONAL DEBT EXP TOTALS	-	-	-	-	-	-
21							
22	DEBT TOTALS	15,985	15,697	16,040	15,724	-	-
23							
24	TOTAL UTILITIES REQUIREMENTS	642,010	668,877	2,271,801	704,085	-	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
RAILROAD							
1	PERSONAL SERVICES						
2	PAYROLL						
3	RR Salaries	19,706	17,784	35,329	43,916		
4	Overtime	27	69	250	250		
5	Accrued Vacation Expense	-	-	-	-		
6	PAYROLL TOTALS	19,734	17,853	35,579	44,166	-	-
7							
8	PAYROLL EXPENSES & BENEFITS						
9	Social Security	1,403	1,253	2,473	3,074		
10	Unemployment Insurance (FUTA)	-	-	323	-		
11	Medical/Dental/Life/Disability Insurance	13,752	9,671	14,023	19,555		
12	PERS Retirement	4,309	3,931	8,832	10,979		
13	Workers Compensation - RR	10	8	-	-		
14	Retirement - Tier I - RR Admin	516	571	1,002	1,231		
15	Retirement - Tier II - RR Admin	884	977	1,179	2,109		
16	State Tax WH Expense	123	128	-	-		
17	PAYROLL EXPENSE AND BENEFITS TOTALS	20,998	16,539	27,832	36,948	-	-
18							
19	TOTAL PERSONAL SERVICES	40,732	34,392	63,410	81,114	-	-
20							
21	MATERIALS AND SERVICES						
22	Vegetation Control	8,850	1,000	2,000	1,200		
23	Late Fee	-	5	-	-		
24	Credit Card Processing	27	-	-	-		
25	STIA Support Expense	-	12,500	12,500	12,500		
26	Maintenance & Repairs	48	8,343	2,500	10,000		
27	Car Hire	18,913	13,072	25,000	18,000		
28	Bad Debt	-	-	-	-		
29	Legal Services	2,668	3,944	10,000	18,000		
30	Tariff	215,125	216,200	210,000	192,000		
31	Electricity	2,178	1,540	2,400	1,800		
32	Licenses, Fees, Dues, Sub.	992	1,170	2,000	1,600		
33	Insurance	12,500	13,538	15,000	14,051		
34	Contractual Services	-	-	10,000	10,000		
35	Meeting/Conferences	-	34	75	75		
36	MATERIAL AND SERVICE TOTALS	261,301	271,346	291,475	279,226	-	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
	RAILROAD						
1	CAPITAL OUTLAY						
2							
3	CAPTAL OUTLAY TOTALS						
4							
5	LONG TERM DEBT						
6	PRINCIPAL						
7	OBDD Payroll Loan C2008004	4,295	4,480	4,666	38,683		
8	2016 C/B USNB Refi	8,673	9,027	9,381	9,735		
9	PRINCIPAL TOTALS	12,968	13,507	14,047	48,418	-	-
10							
11	INTEREST EXPENSE						
12	2016 C/B USNB Refi	11,182	10,875	-	9,796	-	-
13	Interest Payments	-	-	1,829	-		
14	OBDD Payroll Loan C2008004	2,200	2,015	10,542	1,318		
15	INTEREST EXPENSE TOTALS	13,382	12,890	12,371	11,114	-	-
16							
17							
18	DEBT TOTALS	26,350	26,397	26,418	59,532	-	-
19							
20	TOTAL RAILROAD REQUIREMENTS	328,382	332,135	381,303	419,871	-	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
HANGAR B							
1	PERSONAL SERVICES						
2	PAYROLL						
3	Museum Salaries	220,870	258,070	310,957	314,124		
4	Overtime	356	1,987	5,000	5,000		
5	Accrued Vacation	3,265	-	1,000	1,000		
6	PAYROLL TOTALS	224,491	260,056	316,957	320,124	-	-
7							
8	PAYROLL EXPENSES & BENEFITS						
9	Social Security	16,041	19,629	21,767	21,989		
10	Unemployment Insurance (FUTA)	-	-	2,841	-		
11	Medical and Dental Insurance	80,252	66,908	114,198	120,587		
12	Workers Compensation	7,829	6,345	7,000	7,000		
13	Retirement	45,825	58,688	77,739	78,531		
14	State Tax WH Expense	1,387	1,935	-	-		
15	Drug Testing	67	-	-	-		
16	PAYROLL EXPENSE AND BENEFITS TOTALS	151,401	153,505	223,546	228,107	-	-
17							
18	TOTAL PERSONAL SERVICES	375,892	413,561	540,503	548,231	-	-
19							
20	MATERIALS AND SERVICES						
21	Office Supplies	3,558	3,211	4,000	4,000		
22	Advertising and Promotions	-	965	-	-		
23	Credit Card Fees	11,087	19,689	15,000	15,600		
24	Computer Supplies	2,700	232	4,500	500		
25	Property Tax	-	-	-	1,224		
26	Maintenance & Supplies	18,590	24,198	40,000	40,000		
27	Financial Assurance-Landfill	81	-	-	-		
28	Legal	2,192	310	2,000	6,000		
29	Rental Expenses	3,978	-	500	500		
30	Promotional Development	17,561	27,917	25,000	25,000		
31	Safety Supplies	818	558	1,500	1,500		
32	Training	-	399	2,000	2,000		
33	Signage	1,053	774	-	-		
34	Telephone	1,895	1,893	2,500	2,700		
35	Electricity	20,448	23,079	25,000	26,400		
36	Travel	689	-	1,000	1,000		
37	Shipping/Freight	23	-	-	-		
38	Licenses/Dues/Fees/Permits	1,063	643	1,500	575		
39	Garbage	2,752	2,703	2,710	3,000		
40	Insurance	-	565	1,500	15,000		
41	Fuel	2,036	3,743	4,000	3,600		
42	Water - Port Use	1,087	4,035	5,500	4,197		
43	Sewer - Port Use	660	2,610	3,600	3,898		

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2023-2024

GENERAL FUND

Line #	REQUIREMENTS	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
	HANGAR B						
1	Contractual Services	6,666	3,428	5,000	5,000		
2	Prepayment Refunds	650	-	-	-		
3	Meetings/Conferences	-	-	-	250		
4	Cost of Goods (inventory)	50,048	91,864	85,000	100,000		
5	COG - Disc Golf Merchandise	-	2,006	-	-		
6	Cost of Goods (Customer Shipping)	99	172	250	350		
7	Museum Exhibits	17,244	39,930	50,000	50,000		
8	Special Event Expenses	1,494	74	200	200		
9	FOTAM	-	-	4,000	-		
10	MATERIAL AND SERVICE TOTALS	168,474	254,999	286,260	312,494	-	-
11							
12	CAPITAL OUTLAY						
13	Equipment	-	-	24,000	-		
14	Construction	-	19,668	87,500	200,000		
15	CAPITAL OUTLAY TOTALS	-	19,668	111,500	200,000	-	-
16							
17	LONG TERM DEBT						
18	PRINCIPAL						
19							
20	PRINCIPAL TOTALS	-	-	-	-	-	-
21							
22	INTEREST EXPENSE						
23							
24	INTEREST EXPENSE TOTALS	-	-	-	-	-	-
25							
26	ADDITIONAL DEBT EXPENSES						
27							
28	ADDITIONAL DEBT EXP TOTALS	-	-	-	-	-	-
29							
30	DEBT TOTALS	-	-	-	-	-	-
31							
32	TOTAL MUSEUM REQUIREMENTS	544,366	688,229	938,263	1,060,725	-	-



Proposed Budget

FY 2023-2024 Capital Outlay
Budget Back Up

FY 2023-2024 Capital Outlay Budget Backup

Dept. 10 - Admin		Budget	Cost to Date	Remaining Budget
Totals		\$ -	\$ -	\$ -
Dept. 20 - Airport		Budget	Cost to Date	Remaining Budget
70040	Runway/Taxi Way Striping	\$ 10,000.00		
70040	Pilots Airport Entry Gate - mechanical	\$ 20,000.00		
70010	Equipment Shed (SBP)	\$ 20,000.00		
70010	Airport Sweeper	\$ 19,000.00		
70040	CIP - Fuel System Improvements	\$ 304,000.00		
70040	Airport Master Plan Update	\$ 450,000.00		
Totals		\$ 823,000.00	\$ -	\$ -
Dept. 30 - Industrial Park		Budget	Cost to Date	Remaining Budget
70040	Private Hangar Paving	\$ 45,000.00		
70040	WBP Painting	\$ 40,000.00		
70040	Roof and Siding 71	\$ 135,000.00		
70040	Bldg 19 Suite 380 Ductless (\$6,500)	\$ 7,500.00		
70010	Pressure washing tank/trailer	\$ 16,500.00		
70010	Flat Bed	\$ 7,500.00		
70200	Road Maint. - Slurry Seal	\$ 50,000.00		
70200	Road Maint. - Gravel Shoulders	\$ 50,000.00		
Totals		\$ 351,500.00	\$ -	\$ -
Dept. 40 - Utilities		Budget	Cost to Date	Remaining Budget
70040	Septage Receiving Upgrade	\$ 57,000.00		
70040	Fire Hydrant	\$ 18,000.00		
Totals		\$ 75,000.00	\$ -	\$ -
Dept. 50 - Rail Road		Budget	Cost to Date	Remaining Budget
Totals		\$ -	\$ -	\$ -
Dept. 60 - Muesum		Budget	Cost to Date	Remaining Budget
70040	Temporary Debris Netting	\$ 200,000.00		
Totals		\$ 200,000.00	\$ -	\$ -
Capital Outlay Project Totals		\$ 1,449,500.00	\$ -	\$ -

Notes: