



# Approved Budget

## FY 2025-2026 Budget Message



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## FYE26 Budget Message

To: Port of Tillamook Bay Budget Committee  
From: Pami Boomer, Budget Officer  
Date: 4/18/2025  
Re: 2025-2026 Fiscal Year Proposed Budget

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The proposed budget figures are based on the best estimate of revenue (resources) and expenses (requirements) for the fiscal year beginning on July 1, 2025, through June 30, 2026. The Port supervisors along with the General Manager have worked together to create an accurate and realistic budget proposal for the fiscal year.

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

For fiscal year 2025-2026, the Port is continuing its commitment to find the best solution for Hangar B, while continuing to improve the Port's current assets.

This fiscal year we will be working on updating the Strategic Business Plan, Airport Master Plan, and Hangar B structural analysis plan to aide in the best path forward of our historical building as guided by the goals set by the Port Commission.

The Port's Wastewater Treatment Plant (utilities) and Fuel Farm Upgrade (airport) projects will also be in process during the fiscal year. These projects are funded by loans and grants.

### **Resources:**

The budget resources in the general fund show a slight increase of 2% overall. There are many contributing factors in this, including grant funding, which fluctuates yearly. The main resources of the Port are rents (including building, land, and hangar) and museum attendance revenue. We also provide water

and sewer to our customers and have a septage receiving facility that contributes a large portion to our revenue. We expect this revenue to trend upwards in FYE26.

**Requirements:**

Each year along with the fluctuation of grants, there is a fluctuation in our capital outlay expenses. This year, our projects related to grants decreased in both airport and industrial park departments. We do show an increase in both administration and utilities. Not all of our capital projects are funded by grants and are funded out of our operating revenue.

There is a larger increase to utilities material and services expenses for this year. This is due to some maintenance and processing of our septage receiving location and materials.

A 3% cost of living increase is included and being recommended for all non-contracted Port employees. With some changes in personnel, there is a slight decrease overall in the personal services. There is an increase of 10% in medical premiums starting in July 2025. PERS has also increased for Tier 1/Tier 2 from 22.19% to 25.21%, OPSRP from 20.17% to 23.58%, which the Port covers employee and employer portion of. The current budget reflects total benefit packages for all current employees as well as one new position. 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.

***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 2025-2026 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 aim to improve the economic opportunity not only for the Port of Tillamook Bay, but Tillamook County as well.



# Approved Budget

FY 2025-2026 Approved Budget

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	RESOURCES	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
1	Net working Capital (accrual basis)	1,668,537	2,067,753	2,212,710	2,561,801	2,561,801	-
2							
3	<b>ADMINISTRATION - 10</b>						
4	<b>OPERATING REVENUE</b>						
5	Service Charges	6,854	9,089	6,000	6,000	6,000	
6	LGIP Interest Income (Pool 5329)	32,633	58,726	48,000	60,000	60,000	
7	Lottery Bond Interest (Pool 6162)	11,670	23,185	18,000	20,000	20,000	
8	Miscellaneous Income	71	50	-	-	-	
9	<b>OPERATING REVENUE TOTALS</b>	<b>51,227</b>	<b>91,050</b>	<b>72,000</b>	<b>86,000</b>	<b>86,000</b>	<b>-</b>
10							
11	<b>GRANT REVENUE</b>						
12	OBBD - SBP Update	-	2,600	-	75,000	75,000	
13	<b>GRANT REVENUE TOTALS</b>	<b>-</b>	<b>2,600</b>	<b>-</b>	<b>75,000</b>	<b>75,000</b>	<b>-</b>
14							
15	<b>OTHER REVENUE</b>						
16	Current Taxes	64,224	66,485	60,000	65,000	65,000	
17	Prior Year Taxes	1,610	1,609	1,500	1,500	1,500	
18	Property Tax Interest	6	71	5	5	5	
19	Timber/Land County Taxes	9,276	11,788	12,337	8,040	8,040	
20	Heavy Equipment Rental Tax	10	13	10	10	10	
21	Reimburse Prior Expenses	-	585	-	-	-	
22	Insurance Reimbursement	1,290	4,440	-	-	-	
23	Rebates	-	-	-	1,200	1,200	
24	TLW Revenue Share	6,351	-	-	-	-	
25	<b>OTHER REVENUE TOTALS</b>	<b>82,768</b>	<b>84,991</b>	<b>73,852</b>	<b>75,755</b>	<b>75,755</b>	<b>-</b>
26							
27	<b>TOTAL ADMIN REVENUE</b>	<b>133,995</b>	<b>178,641</b>	<b>145,852</b>	<b>236,755</b>	<b>236,755</b>	<b>-</b>
28							
29	<b>AIRPORT - 20</b>						
30	<b>OPERATING REVENUE</b>						
31	Building Rent	123,651	129,282	132,170	136,135	136,135	
32	Land Rent	114,444	121,768	127,669	112,839	112,839	
33	Hangar Rent	107,277	116,650	120,000	125,022	125,022	
34	Event Rental	-	35	100	100	100	
35	Aviation Fuel Sales	162,133	119,213	153,000	154,000	154,000	
36	Miscellaneous Income	16	-	-	-	-	
37	Reimburse Prior Expenses	-	-	-	-	-	
38	Hunting Permits	3,605	3,620	3,600	3,000	3,000	
39	RV Park	22,980	16,920	30,000	30,000	30,000	
40	Insurance Reimbursement	15,709	-	-	-	-	
41	<b>OPERATING REVENUE TOTALS</b>	<b>549,816</b>	<b>507,489</b>	<b>566,539</b>	<b>561,096</b>	<b>561,096</b>	<b>-</b>
42							
43	<b>GRANT REVENUE</b>						
44	Grant Revenue Federal	716,450	51,684	515,610	380,920	380,920	
45	Grant Revenue State	148,931	9,146	51,560	38,092	38,092	
46	OBDD Loan	-	-	500,000	500,000	500,000	
47	<b>GRANT REVENUE TOTALS</b>	<b>865,381</b>	<b>60,830</b>	<b>1,067,170</b>	<b>919,012</b>	<b>919,012</b>	<b>-</b>
48							
49	<b>TOTAL AIRPORT REVENUE</b>	<b>1,415,197</b>	<b>568,319</b>	<b>1,633,709</b>	<b>1,480,108</b>	<b>1,480,108</b>	<b>-</b>

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	RESOURCES	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
1	<b>INDUSTRIAL PARK - 30</b>						
2	<b>OPERATING REVENUE</b>						
3	Road Maintenance Fee	93,197	94,499	100,000	123,600	123,600	
4	Building Rent	1,479,472	1,505,341	1,531,045	1,588,450	1,588,450	
5	Land Rent	95,389	92,128	96,370	86,178	86,178	
6	Event Rental Income	19,418	20,075	25,000	25,000	25,000	
7	Customer Electricity	16,590	18,746	25,000	25,000	25,000	
8	Airport Business Park	84,000	84,000	84,000	84,000	84,000	
9	Miscellaneous Income	785	6,060	-	-	-	
10	Property Tax Revenue from Tenant	35,285	32,030	40,000	40,000	40,000	
11	Reimburse Prior Expenses	552	30,254	-	-	-	
12	Sale of Assets	400,000	-	168,000	-	-	
13	Insurance Reimbursement	9,899	39,273	-	-	-	
14	Rebates	13,100	-	-	-	-	
15	Headquarters Receivable Payment	25,653	10,214	25,000	25,000	25,000	
16	ZTI Principal	-	-	29,000	29,000	29,000	
17	ZTI Interest	-	-	23,000	23,000	23,000	
18	Parking - Disc Golf	-	-	3,000	3,000	3,000	
19	<b>OPERATING REVENUE TOTALS</b>	<b>2,273,340</b>	<b>1,932,621</b>	<b>2,149,415</b>	<b>2,052,227</b>	<b>2,052,227</b>	<b>-</b>
20							
21	<b>GRANT REVENUE</b>						
22	Grant Revenue - State	-	-	217,449	58,000	58,000	
23	Grant Revenue - Other	20,000	-	-	-	-	
24	<b>GRANT REVENUE TOTALS</b>	<b>20,000</b>	<b>-</b>	<b>217,449</b>	<b>58,000</b>	<b>58,000</b>	<b>-</b>
25							
26	<b>TOTAL IP REVENUE</b>	<b>2,293,340</b>	<b>1,932,621</b>	<b>2,366,864</b>	<b>2,110,227</b>	<b>2,110,227</b>	<b>-</b>
27							
28	<b>UTILITIES - 40</b>						
29	<b>OPERATING REVENUE</b>						
30	Stormwater Inspection Fee	-	-	-	2,400	2,400	
31	Water Income	274,035	323,075	300,000	324,000	324,000	
32	Water (Port Usage)	24,036	27,166	29,400	29,400	29,400	
33	Water Connection Fees	1,644	-	-	-	-	
34	Sewer Income	163,419	214,052	210,000	250,000	250,000	
35	Sewer (Port Usage)	8,975	12,169	13,800	13,800	13,800	
36	Septage Receiving Station	185,840	206,256	200,000	215,000	215,000	
37	Insurance Reimbursement	370	-	-	-	-	
38	<b>OPERATING REVENUE TOTALS</b>	<b>658,320</b>	<b>782,719</b>	<b>753,200</b>	<b>834,600</b>	<b>834,600</b>	<b>-</b>
39							
40	<b>GRANT REVENUE</b>						
41	OBDD Grant	25,283	-	-	-	-	
42	Grant Revenue - Federal	-	44,638	-	-	-	
43	DEQ Loan/Forgivable Loan	-	-	1,410,500	1,410,500	1,410,500	
44	<b>GRANT REVENUE TOTALS</b>	<b>25,283</b>	<b>44,638</b>	<b>1,410,500</b>	<b>1,410,500</b>	<b>1,410,500</b>	<b>-</b>
45							
46	<b>TOTAL UTILITIES REVENUE</b>	<b>683,603</b>	<b>827,357</b>	<b>2,163,700</b>	<b>2,245,100</b>	<b>2,245,100</b>	<b>-</b>

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	RESOURCES	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
1	<b>RAILROAD - 50</b>						
2	<b>OPERATING REVENUE</b>						
3	Building Rent	129,444	71,526	75,000	75,000	75,000	
4	Sale of Assets	-	-	-	-	-	
5	Switching Charge - Originating	182,360	91,174	-	-	-	
6	RR Equipment Lease	13,700	12,075	15,000	15,000	15,000	
7	OCSR Revenue Share Payment	183,693	178,502	150,000	175,000	175,000	
8	Fiber Lease Payment	127,258	127,258	127,000	127,000	127,000	
9	RR Recording Revenue	-	939	1,000	1,000	1,000	
10	TLW Generator Loan Interest	-	4,424	2,397	1,617	1,617	
11	TLW Generator Loan Principal	-	17,621	19,648	20,428	20,428	
12	Expired Obligations	-	105,483	-	-	-	
13	Salmonberry Trail Development Fee	-	-	-	2,000	2,000	
14	<b>OPERATING REVENUE TOTALS</b>	<b>636,456</b>	<b>609,003</b>	<b>390,045</b>	<b>417,046</b>	<b>417,046</b>	<b>-</b>
15							
16	<b>GRANT REVENUE</b>						
17	Grant Revenue - State	-	43,946	-	-	-	
18	Grant Revenue Other	12,860	-	-	-	-	
19	<b>GRANT REVENUE TOTALS</b>	<b>12,860</b>	<b>43,946</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
20							
21	<b>OTHER REVENUE</b>						
22		-	-	-	-	-	-
23	<b>OTHER REVENUE TOTALS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
24							
25	<b>TOTAL RAILROAD REVENUE</b>	<b>649,315</b>	<b>652,949</b>	<b>390,045</b>	<b>417,046</b>	<b>417,046</b>	<b>-</b>
26							
27	<b>HANGAR B - 60</b>						
28	<b>OPERATING REVENUE</b>						
29	Donations - Museum Operations	4,049	5,560	5,000	5,000	5,000	
30	Donations - Convair	1,268	832	500	500	500	
31	Donations - B52 Cockpit	1,849	1,064	1,000	1,000	1,000	
32	Building Rent	116,774	159,327	150,000	166,619	166,619	
33	RV Storage	78,538	77,780	90,000	90,000	90,000	
34	Event Rental	2,325	4,775	3,000	3,000	3,000	
35	Customer Electricity	-	1,200	1,200	1,200	1,200	
36	Retail Sales	165,618	197,784	175,000	175,000	175,000	
37	Retail Sales - Customer Shipping	-	11	-	-	-	
38	Property Tax Revenue	18	980	1,000	1,000	1,000	
39	Reimburse Prior Expenses	176	459	-	-	-	
40	Museum Revenue	437,833	503,522	475,000	475,000	475,000	
41	Penny Machine	1,790	1,482	2,000	2,000	2,000	
42	Insurance Reimbursement	484	-	-	-	-	
43	Rebates	320	-	-	-	-	
44	<b>OPERATING REVENUE TOTALS</b>	<b>811,042</b>	<b>954,774</b>	<b>903,700</b>	<b>920,319</b>	<b>920,319</b>	<b>-</b>
45							
46	<b>GRANT REVENUE</b>						
47	Grant Revenue State	10,000	-	-	-	-	
48	Grant Revenue Other	61,459	41,621	-	-	-	
49	<b>GRANT REVENUE TOTALS</b>	<b>71,459</b>	<b>41,621</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
50							
51	<b>TOTAL HANGAR B REVENUE</b>	<b>882,502</b>	<b>996,395</b>	<b>903,700</b>	<b>920,319</b>	<b>920,319</b>	<b>-</b>
52							
53							
54	<b>GENERAL FUND RESOURCE TOTAL</b>	<b>7,726,489</b>	<b>7,224,035</b>	<b>9,816,580</b>	<b>9,971,356</b>	<b>9,971,356</b>	<b>-</b>

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	REQUIRMENT TOTALS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-2026	Approved 2025-2026	Adopted 2025-2026
1	<b>ADMINISTRATION</b>						
2	PERSONAL SERVICES	421,665	485,759	462,063	481,669	481,669	-
3	MATERIAL AND SERVICES	157,871	223,757	256,700	259,775	259,775	-
4	CAPITAL OUTLAY	46,170	-	21,000	105,000	105,000	-
5	LONG TERM DEBT	11,829	11,366	11,553	11,499	11,499	-
6	<b>TOTAL ADMINISTRATION REQUIREMENTS</b>	<b>637,536</b>	<b>720,882</b>	<b>751,316</b>	<b>857,943</b>	<b>857,943</b>	-
7							
8	<b>AIRPORT</b>						
9	PERSONAL SERVICES	232,355	227,219	417,603	359,181	359,181	-
10	MATERIAL AND SERVICES	294,836	289,082	354,104	371,289	371,289	-
11	CAPITAL OUTLAY	3,205,855	1,198,785	1,102,900	1,018,744	1,018,744	-
12	LONG TERM DEBT	1,818	1,895	1,851	1,843	1,843	-
13	<b>TOTAL AIRPORT REQUIREMENTS</b>	<b>3,734,864</b>	<b>1,716,982</b>	<b>1,876,457</b>	<b>1,751,057</b>	<b>1,751,057</b>	-
14							
15	<b>INDUSTRIAL PARK</b>						
16	PERSONAL SERVICES	354,750	313,234	530,759	509,486	509,486	-
17	MATERIAL AND SERVICES	436,457	512,825	539,097	640,497	640,497	-
18	CAPITAL OUTLAY	52,782	160,860	564,923	465,000	465,000	-
19	LONG TERM DEBT	633,484	646,752	569,544	567,119	567,119	-
20	<b>TOTAL IP REQUIREMENTS</b>	<b>1,477,473</b>	<b>1,633,671</b>	<b>2,204,322</b>	<b>2,182,102</b>	<b>2,182,102</b>	-
21							
22	<b>UTILITIES</b>						
23	PERSONAL SERVICES	197,227	242,749	274,783	293,078	293,078	-
24	MATERIAL AND SERVICES	247,578	247,546	365,550	408,650	408,650	-
25	CAPITAL OUTLAY	208,375	258,680	1,446,723	1,539,060	1,539,060	-
26	LONG TERM DEBT	15,697	16,365	15,984	22,162	22,162	-
27	<b>TOTAL UTILITIES REQUIREMENTS</b>	<b>668,877</b>	<b>765,340</b>	<b>2,103,040</b>	<b>2,262,950</b>	<b>2,262,950</b>	-
28							
29	<b>RAILROAD</b>						
30	PERSONAL SERVICES	34,392	34,277	97,812	90,157	90,157	-
31	MATERIAL AND SERVICES	271,346	158,242	62,250	65,000	65,000	-
32	CAPITAL OUTLAY	-	-	-	-	-	-
33	LONG TERM DEBT	26,397	26,418	19,853	19,759	19,759	-
34	<b>TOTAL RAILROAD REQUIREMENTS</b>	<b>332,135</b>	<b>218,937</b>	<b>179,915</b>	<b>174,916</b>	<b>174,916</b>	-
35							
36	<b>HANGAR B</b>						
37	PERSONAL SERVICES	413,561	498,082	602,400	630,752	630,752	-
38	MATERIAL AND SERVICES	254,999	271,812	348,855	373,955	373,955	-
39	CAPITAL OUTLAY	19,668	39,990	792,900	760,000	760,000	-
40	LONG TERM DEBT	-	-	-	-	-	-
41	<b>TOTAL HANGAR B REQUIREMENTS</b>	<b>688,229</b>	<b>809,883</b>	<b>1,744,155</b>	<b>1,764,707</b>	<b>1,764,707</b>	-
42	<b>RESERVED FOR FUTURE EXPENDITURE</b>						
43	Reserved for Future Expenditure	975,559	990,000	957,375	977,682	977,682	-
44	<b>TOTAL RESERVED FOR FUTURE EXPENDITU</b>	<b>975,559</b>	<b>990,000</b>	<b>957,375</b>	<b>977,682</b>	<b>977,682</b>	-
45							
46	<b>TOTAL REQUIREMENTS</b>	<b>8,514,673</b>	<b>6,855,695</b>	<b>9,816,580</b>	<b>9,971,356</b>	<b>9,971,356</b>	-



**PORT OF TILLAMOOK BAY - APPROVED BUDGET 20245-2026**

**GENERAL FUND**

Line #	REQUIREMENTS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
	<b>ADMINISTRATION</b>		FTE		4.5	4.5	
1	<b>PERSONAL SERVICES</b>						
2	<b>PAYROLL</b>						
3	Salaries - Administration	258,969	309,466	279,216	288,881	288,881	
4	Overtime	394	297	500	500	500	
5	Holiday Bonuses	350	-	-	-	-	
6	Accrued Vacation	-	5,062	1,000	1,000	1,000	
7	<b>PAYROLL TOTALS</b>	259,713	314,825	280,716	290,381	290,381	-
8							
9	<b>PAYROLL EXPENSES &amp; BENEFITS</b>						
10	Social Security	21,015	22,565	19,545	20,222	20,222	
11	Unemployment Insurance (FUTA)	-	-	2,916	3,076	3,076	
12	Paid Leave Oregon Employer Portion	569	1,078	2,792	2,889	2,889	
13	Medical and Dental Insurance	70,480	67,005	62,959	62,955	62,955	
14	Workers Compensation	6,264	81	11,000	11,000	11,000	
15	Retirement	62,342	79,304	75,964	87,896	87,896	
16	State Tax WH Expnse	1,283	831	5,521	2,600	2,600	
17	Background Checks	-	-	500	500	500	
18	Employee Drug Testing	-	70	150	150	150	
19	<b>PAYROLL EXPENSE AND BENEFITS TOTALS</b>	161,953	170,935	181,348	191,288	191,288	-
20							
21	<b>TOTAL PERSONAL SERVICES</b>	421,665	485,759	462,063	481,669	481,669	-
22							
23	<b>MATERIALS AND SERVICES</b>						
24	Office Supplies	10,030	9,911	12,000	15,000	15,000	
25	Commissioner's Expenses	84	3,860	4,000	4,000	4,000	
26	Banking Charges	1,397	1,705	2,400	2,400	2,400	
27	Advertising/Public Notices	849	811	1,000	1,000	1,000	
28	Late Fee	211	172	250	250	250	
29	Credit Card Processing Fee	220	220	240	240	240	
30	Computer Supplies	1,883	141	20,000	10,000	10,000	
31	Maintenance & Supplies	89	2,749	-	-	-	
32	Legal Services	3,789	553	3,000	3,000	3,000	
33	Audit, Accounting Services	43,790	45,303	55,000	55,000	55,000	
34	Promotional Development	-	-	5,000	5,000	5,000	
35	Safety Supplies	540	440	1,000	-	-	
36	Training/Classes	502	3,570	1,500	1,500	1,500	
37	Employment Services	2,340	4,698	6,600	6,600	6,600	
38	Telephone	2,367	2,292	3,000	3,600	3,600	
39	Trip Expense	4,025	2,941	3,600	10,800	10,800	
40	License, Fees, Dues, Subscriptions	16,089	42,941	27,710	27,785	27,785	
41	Testing	-	313	-	-	-	
42	Insurance	23,334	15,059	25,000	28,000	28,000	
43	Contractual Services	40,135	80,483	78,400	78,600	78,600	
44	Meeting / Confrences	6,198	5,596	7,000	7,000	7,000	
45	Cash Over/Short	-	-	-	-	-	
46	<b>MATERIAL AND SERVICE TOTALS</b>	157,871	223,757	256,700	259,775	259,775	-
47							
48	<b>CAPITAL OUTLAY</b>						
49	Capital - Equipment	46,170	-	21,000	5,000	5,000	
50	Office Capital Expenses	-	-	-	100,000	100,000	
51	<b>CAPTAL OUTLAY TOTALS</b>	46,170	-	21,000	105,000	105,000	-

**GENERAL FUND**

Line #	REQUIREMENTS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
	<b>ADMINISTRATION</b>		FTE		4.5	4.5	
1	<b>LONG TERM DEBT</b>						
2	<b>PRINCIPAL</b>						
3	2016 C/B USNB Refi	5,459	5,665	5,871	6,077	6,077	
4	<b>PRINCIPAL TOTALS</b>	5,459	5,665	5,871	6,077	6,077	-
5							
6	<b>INTEREST EXPENSE</b>						
7	2016 C/B USNB Refi	6,370	5,701	5,682	5,422	5,422	
8	<b>INTEREST EXPENSE TOTALS</b>	6,370	5,701	5,682	5,422	5,422	-
9							
10	Amortization Expense	-	-	-	-	-	-
11	Loan Fees	-	-	-	-	-	-
12	<b>ADDITIONAL DEBT EXP TOTALS</b>	-	-	-	-	-	-
13							
14	<b>DEBT TOTALS</b>	11,829	11,366	11,553	11,499	11,499	-
15							
16	<b>TOTAL ADMIN REQUIREMENTS</b>	637,536	720,882	751,316	857,943	857,943	-

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	REQUIREMENTS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
	<b>AIRPORT</b>				3.5	3.5	
	FTE						
1	<b>PERSONAL SERVICES</b>						
2	<b>PAYROLL</b>						
3	Salaries - Airport	137,010	138,502	251,043	222,589	222,589	
4	Overtime	200	149	250	200	200	
5	Accrued Vacation	2,323	-	500	500	500	
6	<b>PAYROLL TOTALS</b>	139,533	138,651	251,793	223,289	223,289	-
7							
8	<b>PAYROLL EXPENSES &amp; BENEFITS</b>						
9	Social Security	9,838	10,221	17,573	15,581	15,581	
10	Unemployment Insurance (FUTA)	-	-	2,622	2,370	2,370	
11	Paid Leave Oregon Employer Portion	-	527	2,510	2,226	2,226	
12	Medical and Dental Insurance	49,425	51,923	69,439	44,880	44,880	
13	Workers Compensation	2,224	53	2,500	2,500	2,500	
14	Retirement	30,522	25,279	66,277	66,331	66,331	
15	State Tax WH Expense	813	564	4,889	2,003	2,003	
16	<b>PAYROLL EXPENSE AND BENEFITS TOTALS</b>	92,822	88,568	165,810	135,892	135,892	-
17							
18	<b>TOTAL PERSONAL SERVICES</b>	232,355	227,219	417,603	359,181	359,181	-
19							
20	<b>MATERIALS AND SERVICES</b>						
21	Office Supplies	206	150	200	200	200	
22	Advertising Expense	225	101	500	500	500	
23	Janitorial Services	2,470	2,605	-	-	-	
24	Airport Business Park Rent	84,000	84,000	84,000	84,000	84,000	
25	Processing Fees/Credit Cards	4,467	4,077	5,400	5,400	5,400	
26	Computer	218	-	-	-	-	
27	Aviation Fuel for Retail Sales	115,567	96,776	147,000	147,000	147,000	
28	Maintenance and Supplies	23,039	37,078	35,000	40,000	40,000	
29	Legal Services	500	7,453	7,500	7,500	7,500	
30	Equipment Rental	-	55	-	-	-	
31	Promotional Development	70	-	-	-	-	
32	Safety Supplies	475	742	1,000	1,000	1,000	
33	Training/Classes	-	-	2,500	2,500	2,500	
34	Signage	313	-	500	500	500	
35	Telephone	6,361	5,186	7,200	7,800	7,800	
36	Electricity	6,658	13,043	13,200	15,000	15,000	
37	Trip Expense	-	-	1,000	2,000	2,000	
38	Licenses/Fees/Dues/Permits	4,712	3,333	13,000	15,589	15,589	
39	Garbage Services	1,666	1,763	2,000	2,400	2,400	
40	Testing	493	806	1,200	1,200	1,200	
41	Insurance	28,662	17,736	19,704	22,000	22,000	
42	Fuel for vehicles & maint. Equip.	744	679	1,200	1,200	1,200	
43	Water - Port Use	4,024	6,250	7,200	7,200	7,200	
44	Sewer - Port Use	1,591	2,822	3,300	3,300	3,300	
45	Contractual Services	8,176	4,425	1,500	5,000	5,000	
46	Meetings/Conferences	200	-	-	-	-	
47	<b>MATERIAL AND SERVICE TOTALS</b>	294,836	289,082	354,104	371,289	371,289	-

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	REQUIREMENTS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
	<b>AIRPORT</b>				3.5	3.5	
	FTE						
1	<b>CAPITAL OUTLAY</b>						
2	FAA AIP Project	3,205,855	-	572,900	423,244	423,244	
3	Capital Outlay - Equipment		5,868	20,000	-	-	
4	Vehicle Capital Expense	-	26,363	-	-	-	
5	Administration Capital Expense	-	566,980	-	-	-	
6	Construction Capital Expense	-	599,021	10,000	95,500	95,500	
7	Office Capital Expenses	-	553	-	-	-	
8	ABP Loan Expenses	-	-	500,000	500,000	500,000	
9	<b>CAPITAL OUTLAY TOTALS</b>	<b>3,205,855</b>	<b>1,198,785</b>	<b>1,102,900</b>	<b>1,018,744</b>	<b>1,018,744</b>	<b>-</b>
10							
11	<b>LONG TERM DEBT</b>						
12	<b>PRINCIPAL</b>						
13	2016 C/B USNB Refi	842	875	941	974	974	
14	<b>PRINCIPAL TOTALS</b>	<b>842</b>	<b>875</b>	<b>941</b>	<b>974</b>	<b>974</b>	<b>-</b>
15							
16	<b>INTEREST EXPENSE</b>						
17	2016 C/B USNB Refi	976	1,020	910	869	869	
18	<b>INTEREST EXPENSE TOTALS</b>	<b>976</b>	<b>1,020</b>	<b>910</b>	<b>869</b>	<b>869</b>	<b>-</b>
19							
20	<b>ADDITIONAL DEBT EXPENSES</b>						
21	Loan Fees	-	-	-	-	-	-
22	<b>ADDITIONAL DEBT EXP TOTALS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
23							
24	<b>DEBT TOTALS</b>	<b>1,818</b>	<b>1,895</b>	<b>1,851</b>	<b>1,843</b>	<b>1,843</b>	<b>-</b>
25							
26	<b>TOTAL AIRPORT REQUIREMENTS</b>	<b>3,734,864</b>	<b>1,716,982</b>	<b>1,876,457</b>	<b>1,751,057</b>	<b>1,751,057</b>	<b>-</b>

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	REQUIREMENTS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
	<b>INDUSTRIAL PARK</b>						
	FTE				4.5	4.5	
1	<b>PERSONAL SERVICES</b>						
2	<b>PAYROLL</b>						
3	Maintenance Salaries	215,099	196,437	309,322	291,194	291,194	
4	Overtime	359	249	500	500	500	
5	Accrued Vacation	-	2,267	1,000	1,000	1,000	
6	<b>PAYROLL TOTALS</b>	215,458	198,952	310,822	292,694	292,694	-
7							
8	<b>PAYROLL EXPENSES &amp; BENEFITS</b>						
9	Social Security	16,895	15,562	21,653	20,384	20,384	
10	Unemployment Insurance (FUTA)	-	-	3,230	3,101	3,101	
11	Paid Leave Oregon Employer Portion	-	814	3,093	2,912	2,912	
12	Medical and Dental Insurance	63,550	45,669	98,517	95,640	95,640	
13	Workers Compensation	5,541	79	6,000	6,000	6,000	
14	Retirement	51,691	51,033	80,949	86,135	86,135	
15	State Tax WH Expense	1,614	1,124	6,494	2,621	2,621	
16	<b>PAYROLL EXPENSE AND BENEFITS TOTALS</b>	139,292	114,281	219,937	216,792	216,792	-
17							
18	<b>TOTAL PERSONAL SERVICES</b>	354,750	313,234	530,759	509,486	509,486	-
19							
20	<b>MATERIALS AND SERVICES</b>						
21	Advertising	50	246	-	-	-	
22	Janitorial Services	12,565	28,690	14,000	37,800	37,800	
23	Late Fee	14	8	-	-	-	
24	Credit Card Processing Fees	-	65	-	-	-	
25	Computer Supplies	26,606	-	-	-	-	
26	Property Tax Payments	51,381	54,399	70,000	70,000	70,000	
27	Maintenance & Supplies	112,429	131,597	120,000	162,000	162,000	
28	Landfill Maintenance	400	29,165	30,797	30,797	30,797	
29	Legal Services	15,573	32,468	15,000	45,000	45,000	
30	Equipment Rental	1,134	884	1,000	1,000	1,000	
31	Promotional Development	100	-	-	-	-	
32	Safety Supplies	173	2,507	3,000	3,000	3,000	
33	Training/Classes	-	-	1,000	1,000	1,000	
34	Employment Services	-	147	1,000	1,000	1,000	
35	Signage	572	5,627	5,000	5,000	5,000	
36	Telephone	13,011	14,301	15,000	18,000	18,000	
37	Electricity	60,091	57,169	78,000	78,000	78,000	
38	Trip Expense	-	57	250	250	250	
39	License, Fees, Dues, Permit	707	1,020	6,050	6,050	6,050	
40	Garbage Services	4,681	5,780	8,100	8,100	8,100	
41	Testing	6,567	18,363	9,000	9,000	9,000	
42	Insurance	85,462	72,261	80,000	80,000	80,000	
43	Fuel	21,684	18,262	24,000	24,000	24,000	
44	Water - Port Use	10,401	9,787	10,200	10,200	10,200	
45	Sewer - Port Use	3,193	5,428	5,700	5,700	5,700	
46	Contractual Services	9,664	23,007	37,000	37,000	37,000	
47	Prepayment Refunds	-	1,588	5,000	5,000	5,000	
48	Disc Golf Expense	-	-	-	2,600	2,600	
49	<b>MATERIAL AND SERVICE TOTALS</b>	436,457	512,825	539,097	640,497	640,497	-

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	REQUIREMENTS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
	<b>INDUSTRIAL PARK</b>				4.5	4.5	
	FTE						
1	<b>CAPITAL OUTLAY</b>						
2	Equipment Capital Expense	750	18,349	31,500	42,000	42,000	
3	Construction Capital Expense	52,032	142,511	417,449	238,000	238,000	
4	Road Maintenance Capital Expense	-	-	115,974	185,000	185,000	
5	<b>CAPITAL OUTLAY TOTALS</b>	<b>52,782</b>	<b>160,860</b>	<b>564,923</b>	<b>465,000</b>	<b>465,000</b>	<b>-</b>
6							
7	<b>LONG TERM DEBT</b>						
8	<b>PRINCIPAL</b>						
9	SPWF #X03002 - Compost Facility	10,669	11,389	-	-	-	
10	OBDD #040- 179 Compost Facility	47,449	63,058	-	-	-	
11	2016 C/B USNB Refi	200,660	208,529	224,267	232,136	232,136	
12	2016 C/B USNB Refi - Digester Portion	31,952	33,205	35,711	36,964	36,964	
13	SPWF L14002	27,762	28,859	31,184	32,416	32,416	
14	<b>PRINCIPAL TOTALS</b>	<b>318,491</b>	<b>345,040</b>	<b>291,161</b>	<b>301,516</b>	<b>301,516</b>	<b>-</b>
15							
16	<b>INTEREST EXPENSE</b>						
17	Interest Payments	-	-	-	-	-	
18	2016 C/B USNB Refi	241,740	234,335	217,047	207,085	207,085	
19	2016 C/B USNB Refi - Digester Portion	38,493	37,314	34,561	32,975	32,975	
20	SPWF #X03002 - Compost Facility	1,098	378	-	-	-	
21	OEDD #040- 179 Compost Facility	3,465	585	-	-	-	
22	SPWF L14002	30,197	29,100	26,775	25,544	25,544	
23	<b>INTEREST EXPENSE TOTALS</b>	<b>314,993</b>	<b>301,712</b>	<b>278,383</b>	<b>265,603</b>	<b>265,603</b>	<b>-</b>
24							
25	<b>ADDITIONAL DEBT EXPENSES</b>						
26							
27	<b>ADDITIONAL DEBT EXP TOTALS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
28							
29	<b>DEBT TOTALS</b>	<b>633,484</b>	<b>646,752</b>	<b>569,544</b>	<b>567,119</b>	<b>567,119</b>	<b>-</b>
30							
31	<b>TOTAL IP REQUIREMENTS</b>	<b>1,477,473</b>	<b>1,633,671</b>	<b>2,204,322</b>	<b>2,182,102</b>	<b>2,182,102</b>	<b>-</b>

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	REQUIREMENTS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
	<b>UTILITIES</b>		FTE		3	3	
1	<b>PERSONAL SERVICES</b>						
2	<b>PAYROLL</b>						
3	Salaries - Utilities	129,459	157,706	167,628	175,339	175,339	
4	Overtime	240	192	500	250	250	
5	Accrued Vacation	2,241	798	2,500	2,500	2,500	
6	<b>PAYROLL TOTALS</b>	131,940	158,697	170,628	178,089	178,089	-
7							
8	<b>PAYROLL EXPENSES &amp; BENEFITS</b>						
9	Social Security	9,649	12,100	11,734	12,274	12,274	
10	Unemployment Insurance (FUTA)	-	-	1,750	1,867	1,867	
11	Paid Leave Oregon Employer Portion	-	633	1,676	1,753	1,753	
12	Medical and Dental Insurance	25,357	34,347	38,398	42,151	42,151	
13	Workers Compensation	3,300	35	3,500	3,500	3,500	
14	Retirement	26,119	36,205	43,868	51,865	51,865	
15	State Tax WH Expense	862	732	3,228	1,578	1,578	
16	<b>PAYROLL EXPENSE AND BENEFITS TOTALS</b>	65,287	84,052	104,155	114,989	114,989	-
17							
18	<b>TOTAL PERSONAL SERVICES</b>	197,227	242,749	274,783	293,078	293,078	-
19							
20	<b>MATERIALS AND SERVICES</b>						
21	Office Supplies	658	179	500	500	500	
22	Late Fee	-	16	-	-	-	
23	Computer Supplies	855	-	-	-	-	
24	Maintenance & Supplies	22,786	31,296	36,000	118,000	118,000	
25	Storm Water Maintenance	-	-	35,000	35,000	35,000	
26	Legal Services	3,740	423	1,000	5,000	5,000	
27	Equipment Rental	-	-	500	500	500	
28	Safety Supplies	76	-	500	5,000	5,000	
29	Training	-	6,051	3,500	3,500	3,500	
30	Telephone	1,565	1,326	1,800	2,400	2,400	
31	Electricity	2,950	1,907	3,000	7,200	7,200	
32	Trip Expense	-	126	1,000	1,000	1,000	
33	Licenses/Dues/Fees/Permits	7,281	7,703	6,000	6,450	6,450	
34	Garbage Services	1,738	1,736	2,100	2,100	2,100	
35	Testing Costs	8,296	9,705	8,650	12,000	12,000	
36	Insurance	25,328	19,425	21,000	21,000	21,000	
37	Fuel	3,182	3,161	3,500	3,500	3,500	
38	Water	130,980	152,272	156,000	168,000	168,000	
39	Water - Port Use	5,012	6,113	6,000	6,000	6,000	
40	Small Tools	630	-	-	-	-	
41	Contractual Services	31,923	5,783	79,500	9,500	9,500	
42	Meeting Expenses	579	325	-	2,000	2,000	
43	<b>MATERIAL AND SERVICE TOTALS</b>	247,578	247,546	365,550	408,650	408,650	-

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	REQUIREMENTS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
	<b>UTILITIES</b>		FTE		3	3	
1	<b>CAPITAL OUTLAY</b>						
2	Equipment Capital Outlay	-	18,850	-	23,450	23,450	
3	Admin Capital Outlay	420	34,184	-	-	-	
4	Construction Capital Outlay	205,646	205,646	1,446,723	1,515,610	1,515,610	
5	Permit Capital Exp	147	-	-	-	-	
6	Office Capital Exp	2,162	-	-	-	-	
7	<b>CAPITAL OUTLAY TOTALS</b>	208,375	258,680	1,446,723	1,539,060	1,539,060	-
8							
9	<b>LONG TERM DEBT</b>						
10	<b>PRINCIPAL</b>						
11	2016 C/B USNB Refi	7,268	7,553	8,123	8,408	8,408	
12	<b>PRINCIPAL TOTALS</b>	7,268	7,553	8,123	8,408	8,408	-
13							
14	<b>INTEREST EXPENSE</b>						
15	2016 C/B USNB Refi	8,430	8,813	7,861	7,501	7,501	
16	DEQ R91561	-	-	-	6,253	6,253	
17	<b>INTEREST EXPENSE TOTALS</b>	8,430	8,813	7,861	13,754	13,754	-
18							
19	<b>ADDITIONAL DEBT EXPENSES</b>						
20							
21	<b>ADDITIONAL DEBT EXP TOTALS</b>	-	-	-	-	-	-
22							
23	<b>DEBT TOTALS</b>	15,697	16,365	15,984	22,162	22,162	-
24							
25	<b>TOTAL UTILITIES REQUIREMENTS</b>	668,877	765,340	2,103,040	2,262,950	2,262,950	-



**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	REQUIREMENTS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
	<b>RAILROAD</b>		FTE		1	1	
1	<b>PERSONAL SERVICES</b>						
2	<b>PAYROLL</b>						
3	RR Salaries	17,784	15,595	57,752	52,837	52,837	
4	Overtime	69	53	100	100	100	
5	Accrued Vacation Expense	-	152	-	-	-	
6	<b>PAYROLL TOTALS</b>	<b>17,853</b>	<b>15,800</b>	<b>57,852</b>	<b>52,937</b>	<b>52,937</b>	-
7							
8	<b>PAYROLL EXPENSES &amp; BENEFITS</b>						
9	Social Security	1,253	1,189	4,043	3,699	3,699	
10	Unemployment Insurance (FUTA)	-	-	603	563	563	
11	Paid Leave Oregon Employer Portion	-	65	578	528	528	
12	Medical/Dental/Life/Disability Insurance	9,671	10,677	18,020	16,000	16,000	
13	PERS Retirement	3,931	5,703	15,499	15,955	15,955	
14	Workers Compensation - RR	8	8	-	-	-	
15	Retirement - Tier I - RR Admin	571	274	-	-	-	
16	Retirement - Tier II - RR Admin	977	469	-	-	-	
17	State Tax WH Expense	128	92	1,217	476	476	
18	<b>PAYROLL EXPENSE AND BENEFITS TOTALS</b>	<b>16,539</b>	<b>18,477</b>	<b>39,960</b>	<b>37,220</b>	<b>37,220</b>	-
19							
20	<b>TOTAL PERSONAL SERVICES</b>	<b>34,392</b>	<b>34,277</b>	<b>97,812</b>	<b>90,157</b>	<b>90,157</b>	-
21							
22	<b>MATERIALS AND SERVICES</b>						
23	RUI Expense	-	679	-	-	-	
24	Vegetation Control	1,000	-	-	-	-	
25	Late Fee	5	4	-	-	-	
26	STIA Support Expense	12,500	12,500	12,500	12,500	12,500	
27	Property Tax	-	289	-	-	-	
28	Maintenance & Repairs	8,343	35	1,000	1,000	1,000	
29	Car Hire	13,072	13,489	-	-	-	
30	Legal Services	3,944	30,505	28,000	28,000	28,000	
31	Tariff	216,200	83,520	-	-	-	
32	Electricity	1,540	1,520	-	-	-	
33	Licenses, Fees, Dues, Sub.	1,170	8,882	8,750	7,500	7,500	
34	Miscellaneous Expenses	-	1,047	-	-	-	
35	Insurance	13,538	5,773	12,000	16,000	16,000	
36	Meeting/Conferences	34	-	-	-	-	
37	<b>MATERIAL AND SERVICE TOTALS</b>	<b>271,346</b>	<b>158,242</b>	<b>62,250</b>	<b>65,000</b>	<b>65,000</b>	-
38							
39	<b>CAPITAL OUTLAY</b>						
40							
41	<b>CAPTAL OUTLAY TOTALS</b>						
42							
43	<b>LONG TERM DEBT</b>						
44	<b>PRINCIPAL</b>						
45	OBDD Payroll Loan C2008004	4,480	4,666	-	-	-	
46	2016 C/B USNB Refi	9,027	9,381	10,089	10,443	10,443	
47	<b>PRINCIPAL TOTALS</b>	<b>13,507</b>	<b>14,047</b>	<b>10,089</b>	<b>10,443</b>	<b>10,443</b>	-
48							
49	<b>INTEREST EXPENSE</b>						
50	2016 C/B USNB Refi	10,875	-	9,764	9,316	9,316	
51	Interest Payments	-	1,829	-	-	-	
52	OBDD Payroll Loan C2008004	2,015	10,542	-	-	-	
53	<b>INTEREST EXPENSE TOTALS</b>	<b>12,890</b>	<b>12,371</b>	<b>9,764</b>	<b>9,316</b>	<b>9,316</b>	-
54							
55							
56	<b>DEBT TOTALS</b>	<b>26,397</b>	<b>26,418</b>	<b>19,853</b>	<b>19,759</b>	<b>19,759</b>	-
57							
58	<b>TOTAL RAILROAD REQUIREMENTS</b>	<b>332,135</b>	<b>218,937</b>	<b>179,915</b>	<b>174,916</b>	<b>174,916</b>	-

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	REQUIREMENTS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
	<b>HANGAR B</b>		FTE		6	6	
1	<b>PERSONAL SERVICES</b>						
2	<b>PAYROLL</b>						
3	Museum Salaries	258,070	312,654	371,483	377,765	377,765	
4	Overtime	1,987	99	2,500	2,500	2,500	
5	Accrued Vacation	-	2,508	1,000	1,000	1,000	
6	<b>PAYROLL TOTALS</b>	260,056	315,261	374,983	381,265	381,265	-
7							
8	<b>PAYROLL EXPENSES &amp; BENEFITS</b>						
9	Social Security	19,629	23,943	26,004	26,444	26,444	
10	Unemployment Insurance (FUTA)	-	-	3,879	4,023	4,023	
11	Paid Leave Oregon Employer Portion	-	1,252	3,715	3,778	3,778	
12	Medical and Dental Insurance	66,908	75,738	82,794	93,100	93,100	
13	Workers Compensation	6,345	151	7,000	7,000	7,000	
14	Retirement	58,688	80,053	97,217	111,743	111,743	
15	State Tax WH Expense	1,935	1,684	6,808	3,400	3,400	
16	<b>PAYROLL EXPENSE AND BENEFITS TOTALS</b>	153,505	182,821	227,417	249,487	249,487	-
17							
18	<b>TOTAL PERSONAL SERVICES</b>	413,561	498,082	602,400	630,752	630,752	-
19							
20	<b>MATERIALS AND SERVICES</b>						
21	Office Supplies	3,211	3,998	4,800	9,000	9,000	
22	Advertising and Promotions	965	1,025	-	-	-	
23	Late Fee	-	35	-	-	-	
24	Credit Card Fees	19,689	18,937	24,000	24,000	24,000	
25	Computer Supplies	232	93	500	1,000	1,000	
26	Maintenance & Supplies	24,198	19,454	40,000	60,000	60,000	
27	Legal	310	-	6,000	6,000	6,000	
28	Equipment Rental	-	-	500	500	500	
29	Promotional Development	27,917	27,854	25,000	25,000	25,000	
30	Safety Supplies	558	404	1,500	1,500	1,500	
31	Training	399	1,297	2,000	2,000	2,000	
32	Signage	774	-	-	-	-	
33	Telephone	1,893	2,387	2,700	2,700	2,700	
34	Electricity	23,079	25,376	30,000	30,000	30,000	
35	Shipping/Freight	-	22	-	-	-	
36	Trip Expense	-	1,697	2,000	2,000	2,000	
37	Licenses/Dues/Fees/Permits	643	917	1,000	1,000	1,000	
38	DEQ Fines/Penalties	-	13	-	-	-	
39	Garbage	2,703	2,469	3,000	3,000	3,000	
40	Testing	-	9,948	-	-	-	
41	Insurance	565	6,959	15,000	15,000	15,000	
42	Fuel	3,743	4,517	4,200	4,200	4,200	
43	Water - Port Use	4,035	5,017	6,000	6,000	6,000	
44	Sewer - Port Use	2,610	3,919	4,800	4,800	4,800	
45	Contractual Services	3,428	7,486	7,255	7,255	7,255	
46	Prepayment Refunds	-	-	250	1,000	1,000	
47	Meetings/Conferences	-	397	500	500	500	
48	Cost of Goods (inventory)	91,864	91,713	100,000	100,000	100,000	
49	COG - Disc Golf Merchandise	2,006	4,301	10,000	10,000	10,000	
50	Cost of Goods (Customer Shipping)	172	113	350	-	-	
51	Museum Exhibits	39,930	26,912	50,000	50,000	50,000	
52	Special Event Expenses	74	4,386	2,500	2,500	2,500	
53	FOTAM	-	-	5,000	5,000	5,000	
54	Cash Over/Short	-	165	-	-	-	

**PORT OF TILLAMOOK BAY - APPROVED BUDGET 2025-2026**

**GENERAL FUND**

Line #	REQUIREMENTS	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	Approved 2025-26	Adopted 2025-26
	<b>HANGAR B</b>				6	6	
	FTE						
1	<b>MATERIAL AND SERVICE TOTALS</b>	254,999	271,812	348,855	373,955	373,955	-
2							
3	<b>CAPITAL OUTLAY</b>						
4	Equipment	-	-	92,900	60,000	60,000	
5	Construction	19,668	39,990	700,000	700,000	700,000	
6	<b>CAPITAL OUTLAY TOTALS</b>	19,668	39,990	792,900	760,000	760,000	-
7							
8	<b>LONG TERM DEBT</b>						
9	<b>PRINCIPAL</b>						
10							
11	<b>PRINCIPAL TOTALS</b>	-	-	-	-	-	-
12							
13	<b>INTEREST EXPENSE</b>						
14							
15	<b>INTEREST EXPENSE TOTALS</b>	-	-	-	-	-	-
16							
17	<b>ADDITIONAL DEBT EXPENSES</b>						
18							
19	<b>ADDITIONAL DEBT EXP TOTALS</b>	-	-	-	-	-	-
20							
21	<b>DEBT TOTALS</b>	-	-	-	-	-	-
22							
23	<b>TOTAL HANGAR B REQUIREMENTS</b>	688,229	809,883	1,744,155	1,764,707	1,764,707	-



# Approved Budget

## FY 2025-2026 Budget Calendar



## **BUDGET CALENDAR - Updated FISCAL YEAR 2025-2026**

- |    |                                                                                                                      |                                  |
|----|----------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1. | PREPARATION OF PROPOSED BUDGET                                                                                       | February - April                 |
| 2. | PUBLISH NOTICE OF BUDGET COMMITTEE MEETING<br>(Not more than 30 days, nor less than 5 days prior to meeting)         | April 8th &<br>April 15th        |
| 3. | PROPOSED BUDGET AVAILABLE                                                                                            | April 18th                       |
| 4. | BUDGET COMMITTEE MEETS @ <b>12:00 pm</b><br>(Approval of Proposed Budget and Tax Levy)                               | April 23th                       |
| 5. | PUBLISH NOTICE OF BUDGET HEARING<br>(5-30 days before hearing)                                                       | Between April 29th<br>& May 13th |
| 6. | BUDGET HEARING - GOVERNING BODY – 6:00 P.M.                                                                          | May 21 <sup>st</sup> -May 28th   |
| 7. | BOARD APPROVAL BY JUNE 30 <sup>th</sup><br>Resolution to adopt budget, make appropriations, impose & categorize tax. | May 21 <sup>st</sup> -May 28th   |
| 8. | TAX CERTIFICATIONS SUBMITTED TO ASSESSOR<br>BUDGET DOCUMENTS (LB-50 & Resolution Approving Budget)                   | July 15th                        |
| 9. | BUDGET DOCUMENT Submitted to Tillamook County Clerk                                                                  | Sept. 30th                       |



# Approved Budget

## FY 2025-2026 Budget Committee Budget Officer Notes

## 4/23/2025 POTB Budget Committee Meeting

### FYE26 Budget Notes:

Comments received prior to meeting:

My general comments:

**Budget was estimated by using the current years average through February 28<sup>th</sup> and discussions with department heads. Department heads and general manager were very involved in creating this budget. While there may be some unforeseen expenses, we believe this budget to be created with the best information we had during the process.**

### Revenue:

- Dept 10
  - Additional LGIP Interest – Higher balances and interest rate
  - Less Timber/Land county taxes – this is provided to us by the county’s estimations
  - OBDD grant budgeted for help with the Strategic Business Plan Update.
- Dept 20
  - Some variables on building rent, land rent and hangar rent. These are based on current year trends and are expected to continue.
  - We kept airport fuel the same, not sure of the impact the Fuel Farm update will have on sales
  - Grant Revenue includes FAA projects with COAR match. It also includes the potential loan for Airport Business Park Expansion.
- Dept 30
  - Road maintenance increase from the additional areas added from last ordinance update
  - Increase of 4% in building revenue (3% per lease and additional rented areas)
  - Decrease of land revenue, due to decrease of leases from land sales
  - Included an estimate of ZTI land agreement (estimated principal and interest (6% for 11 months)
  - Grant revenue includes OPRD grant for Disc Golf
- Dept 40
  - Water and sewer income increased based on current year average. We expect to stay consistent with some additional revenue after IP development completions
- Dept 50
  - Expected increase in OCSR numbers based on current year revenue to date
  - Added Salmonberry Trail Development – expected to see some trail movement in some areas
- Dept 60
  - No major updates

### **Salary and Wages:**

- Budgeted for one new hire: 1 Operations Manager (title to still be determined)
- Proposed 3% COLA
- Insurance rose 10%
- We did revise departmental allocations based on current and projected projects, so you will see some increase in some departments, while others decrease. There was also some employee turnover that decreased salaries overall.

### **Debt:**

- Debt is distributed by percentage of funding per department for each loan per the amortization schedule. We do expect to pay the first interest portion of the DEQ loan for WWTP project FYE26
  - Pg 12 line 16 New DEQ loan for WWTP payment (based off proposed project and amortization schedule)

### **Requirements:**

- Dept 10
  - Pg 5 line 30 decreased computer supplies – we will be starting the replacements this current year and finish FYE26
  - Pg 5 line 35 decreased safety supplies. Moved the cost to department 30
  - Pg 5 line 39 increase includes vehicle reimbursement for contracted employee
  - Pg 5 line 50 Capital increased for strategic plan update
- Dept 20
  - No major increase
    - Pg 7 line 27 We kept aviation fuel for retail sales the same due to not knowing the impact of sales during the fuel farm expansion
    - Pg 7 line 37 Increased trip expense for hotel and airplane tickets for fuel system training
  - Pg 8 line 6 Construction Capital increased for runway/taxi way striping – we are hopeful to get this project done
  - Pg 8 line 8 Airport Business park Expansion expense added (covered by loan)
- Dept 30
  - Pg 9 line 22 increase janitorial services – we included the entire contract with janitorial in dept 30, not breaking it out
  - Pg 9 line 29 increased legal services due to current year balance and possible tenant and property related items
  - Pg 10 line 3 includes the DGC project covered by OPRD grant (\$58,000)
    - Other capital items include projects not completed FYE25 and some additional projects needed



- Dept 40
  - Pg 11 line 24 increased maintenance and supplies for septage receiving maintenance needing done
  - Pg 11 line 28 increased due to the changes at septage receiving and needing additional safety supplies
  - Pg 11 line 31 increased usage expected after the septage changes
  - Pg 11 line 41 decreased, completed a contract this FY
  - Pg 12 line 4 includes the WWTP upgrade (loan/grant) and other projects including potential water meter upgrades
- Dept 50
  - No changes from current year expected
- Dept 60
  - Pg 14 line 21 office supplies increased due to costs of items and current year to date totals
  - Pg 14 line 26 increase of maintenance and supplies based off of current years data and potential cost increase of materials
  - Pg 14 line 46 prepayment refunds estimated – when rv storage customers pay in advance but then cancel their storage
  - Pg 14 line 50 moved the shipping expense into cost of goods code
  - Pg 15 line 4 includes a new sweeper to keep the museum area debris and water free(ish)
  - Pg 14 line 5 includes cost for structural/feasibility studies (potential county grant) and some additional expense that may be needed if funding allows