



Approved Budget

FY 2024-2025 Budget Message



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FYE25 Budget Message

To: Port of Tillamook Bay Budget Committee
From: Pami Boomer, Budget Officer
Date: 4/19/2024
Re: 2024-2025 Fiscal Year Proposed Budget

The Port's vision for FYE25 is to continue to improve and maintain our assets. The main focus will be on the safety of and plan for the future of Hangar B.

The proposed budget figures are based on the best estimate of revenue (resources) and expenses (requirements) for the fiscal year beginning on July 1, 2024, through June 30, 2025. 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

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 \$2,212,710. 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 21%. 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 \$12,337 (a decrease from the current year).

Requirements:

Requirements for Administration show a slight increase of 7% from the current budgeted year. This increase derives from including changes in our accounting software and the replacement of computers. The remaining requirements are expected to trend the same as this current year.

20 - Airport:**Resources:**

The overall operating resources increased 2%.

Grant revenue is budgeted at an increase of 53%. The Port has secured a loan and has included the design of the Airport Business Park Expansion in the proposed budget. 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 increased due to the addition of the Airport Business Park Expansion from the budget.

30 - Industrial Park:**Resources:**

We budgeted an increase of 13% in operating revenue in alignment with lease agreements and increases in occupancy of leasable spaces. We decreased the expected Disc Golf Parking revenue by \$17,000 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 2025. There is also an increase in the sale of assets budget line. Currently, we expect revenue from two agreements to close early in FYE 2025.

We included grant revenue for a grant we have received from OBDD for the Long Prairie Industrial Park Site Plan. We also expect to receive an Energy Efficiency Grant from ODOE and have included this as well.

Requirements:

Material and services requirements for the Industrial Park had an increase of 10%. We expect our spending to stay consistent with the current year, with slight increases. We continue to utilize our asset management program to schedule preventative maintenance as well as prepare for bigger projects to keep our assets in good condition.

Capital outlay increased 44% from the current budgeted year. This includes the expense for the Energy Efficiency Grant and Long Prairie Industrial Park Site Plan, road maintenance projects, as well as other capital projects to improve Port's assets.

40 - Utilities:

Resources:

There is a 16% increase budgeted for utility income this budget cycle based on current year trends.

There is no expected grant revenue currently.

Requirements:

We expect requirements to stay consistent with the current year's budget. We calculated the expenses off the prior fiscal year as well as the current year.

Capital outlay expenses were budgeted 52% less than last year. We do expect to secure funding and match for the lagoon and outfall upgrades this fiscal year, which will require a supplemental budget.

50 - Railroad:

Resources:

The Port expects the completion of the Banks yard sale to be completed in the current fiscal year. When the sale closes, the Port will no longer collect switching revenue, which decreases the overall operating revenue. We will continue to bill for railroad easements, encroachments, and crossings.

Requirements:

The sale of Banks yard will eliminate our car hire and tariff charges. All other railroad requirements were calculated based off the prior fiscal year as well as the current year.

60 - Hangar B:

Resources:

We budgeted for a slight increase in museum revenue of 5%. The revenue was budgeted based on the prior year actuals and current year trends.

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 5% cost of living increase is included and being recommended for all Port employees. In addition to the current staff, we have budgeted for one potential additional 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. 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 2024-2025 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.



Approved Budget

FY 2024-2025 Approved Budget

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	RESOURCES	Actual 2021-2022	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
1	Net working Capital (accrual basis)	1,861,552	1,668,537	1,825,000	2,212,710	2,212,710	
2							
3	ADMINISTRATION - 10						
4	OPERATING REVENUE						
5	Service Charges	5,747	6,854	5,000	6,000	6,000	
6	LGIP Interest Income (Pool 5329)	7,673	32,633	20,000	48,000	48,000	
7	Lottery Bond Interest (Pool 6162)	1,643	11,670	10,000	18,000	18,000	
8	Miscellaneous Income	50	71	-	-	-	-
9	OPERATING REVENUE TOTALS	15,113	51,227	35,000	72,000	72,000	-
10							
11	GRANT REVENUE						
12							
13	GRANT REVENUE TOTALS	-	-	-	-	-	-
14							
15	OTHER REVENUE						
16	Current Taxes	60,582	64,224	60,000	60,000	60,000	
17	Prior Year Taxes	2,080	1,610	1,500	1,500	1,500	
18	Property Tax Interest	3	6	5	5	5	
19	Timber/Land County Taxes	6,588	9,276	17,463	12,337	12,337	
20	Heavy Equipment Rental Tax	30	10	30	10	10	
21	Insurance Reimbursement	-	1,290	-	-	-	-
22	TLW Revenue Share	6,351	6,351	6,351	-	-	-
23	OTHER REVENUE TOTALS	75,634	82,768	85,349	73,852	73,852	-
24							
25	TOTAL ADMIN REVENUE	90,747	133,995	120,349	145,852	145,852	-
26							
27	AIRPORT - 20						
28	OPERATING REVENUE						
29	Building Rent	154,745	123,651	128,320	132,170	132,170	
30	Land Rent	104,023	114,444	108,290	127,669	127,669	
31	Hangar Rent	103,653	107,277	130,000	120,000	120,000	
32	Event Rental	485	-	500	100	100	
33	Aviation Fuel Sales	139,061	162,133	153,000	153,000	153,000	
34	Miscellaneous Income	-	16	-	-	-	-
35	Reimburse Prior Expenses	399	-	-	-	-	-
36	Hunting Permits	3,105	3,605	3,600	3,600	3,600	
37	RV Park	21,250	22,980	30,000	30,000	30,000	
38	Insurance Reimbursement	-	15,709	-	-	-	-
39	OPERATING REVENUE TOTALS	526,721	549,816	553,710	566,539	566,539	-
40							
41	GRANT REVENUE						
42	Grant Revenue Federal	3,074,537	716,450	678,600	515,610	515,610	
43	Grant Revenue State	-	148,931	17,600	51,560	51,560	
44	OBDD Loan	-	-	-	500,000	500,000	
45	GRANT REVENUE TOTALS	3,074,537	865,381	696,200	1,067,170	1,067,170	-
46							
47	TOTAL AIRPORT REVENUE	3,601,259	1,415,197	1,249,910	1,633,709	1,633,709	-
48							
49	INDUSTRIAL PARK - 30						
50	OPERATING REVENUE						
51	Road Maintenance Fee	90,974	93,197	100,000	100,000	100,000	
52	Building Rent	1,368,877	1,479,472	1,473,184	1,531,045	1,531,045	
53	Land Rent	95,558	95,389	95,106	96,370	96,370	
54	Event Rental Income	21,841	19,418	25,000	25,000	25,000	
55	Customer Electricity	12,830	16,590	25,000	25,000	25,000	

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	RESOURCES	Actual 2021-2022	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
1	Public Record Request	30	-	-	-	-	-
2	Airport Business Park	84,000	84,000	84,000	84,000	84,000	-
3	Miscellaneous Income	5,476	785	-	-	-	-
4	Property Tax Revenue from Tenant	31,746	35,285	40,000	40,000	40,000	-
5	Reimburse Prior Expenses	4,368	552	-	-	-	-
6	Sale of Assets	-	400,000	-	168,000	168,000	-
7	Insurance Reimbursement	8,978	9,899	10,000	-	-	-
8	Rebates	-	13,100	-	-	-	-
9	Headquarters Receivable Payment	14,446	25,653	25,000	25,000	25,000	-
10	ZTI Principal	-	-	-	29,000	29,000	-
11	ZTI Interest	-	-	-	23,000	23,000	-
12	Parking - Disc Golf	-	-	20,000	3,000	3,000	-
13	OPERATING REVENUE TOTALS	1,739,124	2,273,340	1,897,291	2,149,415	2,149,415	-
14							
15	GRANT REVENUE						
16	Grant Revenue - State	-	-	-	160,000	160,000	-
17	Grant Revenue - Other	-	20,000	-	-	-	-
18	GRANT REVENUE TOTALS	-	20,000	-	160,000	160,000	-
19							
20	TOTAL IP REVENUE	1,739,124	2,293,340	1,897,291	2,309,415	2,309,415	-
21							
22	UTILITIES - 40						
23	OPERATING REVENUE						
24	Water Income	221,003	274,035	230,000	300,000	300,000	-
25	Water (Port Usage)	23,473	24,036	23,408	29,400	29,400	-
26	Water Connection Fees	-	1,644	-	-	-	-
27							
28	Sewer Income	138,524	163,419	200,000	210,000	210,000	-
29	Sewer (Port Usage)	7,393	8,975	10,882	13,800	13,800	-
30	Septage Receiving Station	159,476	185,840	185,000	200,000	200,000	-
31	Insurance Reimbursement	-	370	-	-	-	-
32	OPERATING REVENUE TOTALS	549,870	658,320	649,290	753,200	753,200	-
33							
34	GRANT REVENUE						
35	OBDD Grant	-	25,283	-	-	-	-
36	GRANT REVENUE TOTALS	-	25,283	-	-	-	-
37							
38	TOTAL UTILITIES REVENUE	549,870	683,603	649,290	753,200	753,200	-
39							
40	RAILROAD - 50						
41	OPERATING REVENUE						
42	Building Rent	57,716	129,444	75,000	75,000	75,000	-
43	Sale of Assets	6,000	-	-	-	-	-
44	Switching Charge - Originating	241,615	182,360	276,000	-	-	-
45	RR Equipment Lease	12,475	13,700	15,000	15,000	15,000	-
46	OCSR Revenue Share Payment	48,833	183,693	75,000	150,000	150,000	-
47	Fiber Lease Payment	127,258	127,258	127,000	127,000	127,000	-
48	RR Recording Revenue	-	-	-	1,000	1,000	-
49	TLW Generator Loan Interest	-	-	22,000	2,397	2,397	-
50	TLW Generator Loan Principal	-	-	-	19,648	19,648	-
51	Salmonberry Trail Development Fee	-	-	2,000	-	-	-
52	OPERATING REVENUE TOTALS	493,897	636,456	592,000	390,045	390,045	-
53							
54	GRANT REVENUE						
55	Grant Revenue Other	-	12,860	-	-	-	-

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	RESOURCES	Actual 2021-2022	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
1	GRANT REVENUE TOTALS	-	12,860	-	-	-	-
2							
3	OTHER REVENUE						
4		-	-	-	-	-	-
5	OTHER REVENUE TOTALS	-	-	-	-	-	-
6							
7	TOTAL RAILROAD REVENUE	493,897	649,315	592,000	390,045	390,045	-
8							
9	HANGAR B - 60						
10	OPERATING REVENUE						
11	Donations - Museum Operations	4,668	4,049	4,000	5,000	5,000	
12	Donations - Convair	1,754	1,268	1,000	500	500	
13	Donations - B52 Cockpit	1,876	1,849	2,000	1,000	1,000	
14	Building Rent	117,742	116,774	114,339	150,000	150,000	
15	RV Storage	88,392	78,538	90,000	90,000	90,000	
16	Event Rental	1,525	2,325	5,000	3,000	3,000	
17	Customer Electricity	-	-	-	1,200	1,200	
18	Retail Sales	158,416	165,618	175,000	175,000	175,000	
19	Retail Sales - Customer Shipping	21	-	-	-	-	
20	Property Tax Revenue	18	18	1,224	1,000	1,000	
21	Reimburse Prior Expenses	883	176	-	-	-	
22	Museum Revenue	428,157	437,833	465,063	475,000	475,000	
23	Penny Machine	1,489	1,790	2,000	2,000	2,000	
24	Insurance Reimbursement	-	484	-	-	-	
25	Rebates	-	320	-	-	-	
26	OPERATING REVENUE TOTALS	804,941	811,042	859,626	903,700	903,700	-
27							
28	GRANT REVENUE						
29	Grant Revenue State	-	10,000	-	-	-	-
30	Grant Revenue Other	41,252	61,459	-	-	-	-
31	GRANT REVENUE TOTALS	41,252	71,459	-	-	-	-
32							
33	TOTAL HANGAR B REVENUE	846,193	882,502	859,626	903,700	903,700	-
34							
35							
36	GENERAL FUND RESOURCE TOTAL	9,182,642	7,726,489	7,193,465	8,348,631	8,348,631	-

PORT OF TILLAMOOK BAY - PROPOSED BUDGET 2024-2025

GENERAL FUND

Line #	REQUIREMENT TOTALS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
1	ADMINISTRATION						
2	PERSONAL SERVICES	425,871	421,665	474,184	462,063	462,063	-
3	MATERIAL AND SERVICES	164,649	157,871	217,137	256,700	256,700	-
4	CAPITAL OUTLAY	7,025	46,170	-	21,000	21,000	-
5	LONG TERM DEBT	16,398	11,829	11,366	11,553	11,553	-
6	TOTAL ADMINISTRATION REQUIREMENTS	613,943	637,536	702,687	751,316	751,316	-
7							
8	AIRPORT						
9	PERSONAL SERVICES	232,355	232,985	341,301	417,603	417,603	-
10	MATERIAL AND SERVICES	294,836	315,567	346,620	354,104	354,104	-
11	CAPITAL OUTLAY	3,205,855	1,198,785	823,000	1,102,900	1,102,900	-
12	LONG TERM DEBT	1,818	1,895	1,821	1,851	1,851	-
13	TOTAL AIRPORT REQUIREMENTS	3,734,864	1,749,232	1,512,742	1,876,457	1,876,457	-
14							
15	INDUSTRIAL PARK						
16	PERSONAL SERVICES	354,750	334,843	620,747	530,759	530,759	-
17	MATERIAL AND SERVICES	436,457	462,755	489,356	539,097	539,097	-
18	CAPITAL OUTLAY	52,782	160,860	351,500	507,474	507,474	-
19	LONG TERM DEBT	633,484	646,752	561,252	569,544	569,544	-
20	TOTAL IP REQUIREMENTS	1,477,473	1,605,210	2,022,855	2,146,873	2,146,873	-
21							
22	UTILITIES						
23	PERSONAL SERVICES	197,227	233,786	244,403	274,783	274,783	-
24	MATERIAL AND SERVICES	247,578	272,224	368,957	365,550	365,550	-
25	CAPITAL OUTLAY	208,375	258,680	75,000	36,223	36,223	-
26	LONG TERM DEBT	15,697	16,365	15,724	15,984	15,984	-
27	TOTAL UTILITIES REQUIREMENTS	668,877	781,055	704,085	692,540	692,540	-
28							
29	RAILROAD						
30	PERSONAL SERVICES	34,392	38,023	81,114	97,812	97,812	-
31	MATERIAL AND SERVICES	271,346	403,166	279,226	62,250	62,250	-
32	CAPITAL OUTLAY	-	-	-	-	-	-
33	LONG TERM DEBT	26,397	26,418	59,532	19,853	19,853	-
34	TOTAL RAILROAD REQUIREMENTS	332,135	467,606	419,871	179,915	179,915	-
35							
36	HANGAR B						
37	PERSONAL SERVICES	413,561	437,444	548,231	602,400	602,400	-
38	MATERIAL AND SERVICES	254,999	340,227	312,494	348,855	348,855	-
39	CAPITAL OUTLAY	19,668	39,990	200,000	792,900	792,900	-
40	LONG TERM DEBT	-	-	-	-	-	-
41	TOTAL HANGAR B REQUIREMENTS	688,229	817,661	1,060,725	1,744,155	1,744,155	-
42	RESERVED FOR FUTURE EXPENDITURE						
43	Reserved for Future Expenditure	975,559	990,000	770,500	957,375	957,375	-
44	TOTAL RESERVED FOR FUTURE EXPENDITURE	975,559	990,000	770,500	957,375	957,375	-
45							
46	TOTAL REQUIREMENTS	8,491,080	7,048,299	7,193,465	8,348,631	8,348,631	-

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	REQUIREMENTS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	ADMINISTRATION		FTE			5	
1	PERSONAL SERVICES						
2	PAYROLL						
3	Salaries - Administration	256,344	258,969	295,446	279,216	279,216	
4	Overtime	410	394	500	500	500	
5	Holiday Bonuses	6,648	350	-	-	-	
6	Accrued Vacation	11,663	-	1,000	1,000	1,000	
7	PAYROLL TOTALS	275,065	259,713	296,946	280,716	280,716	-
8							
9	PAYROLL EXPENSES & BENEFITS						
10	Social Security	19,286	21,015	20,681	19,545	19,545	
11	Unemployment Insurance (FUTA)	-	-	-	2,916	2,916	
12	Paid Leave Oregon Employer Portion	-	569	-	2,792	2,792	
13	Medical and Dental Insurance	49,286	70,480	66,407	62,959	62,959	
14	Workers Compensation	10,634	6,264	11,000	11,000	11,000	
15	Retirement	70,424	62,342	78,500	75,964	75,964	
16	State Tax WH Expnse	1,110	1,283	-	5,521	5,521	
17	Background Checks	-	-	500	500	500	
18	Employee Drug Testing	67	-	150	150	150	
19	PAYROLL EXPENSE AND BENEFITS TOTALS	150,806	161,953	177,238	181,348	181,348	-
20							
21	TOTAL PERSONAL SERVICES	425,871	421,665	474,184	462,063	462,063	-
22							
23	MATERIALS AND SERVICES						
24	Office Supplies	8,220	10,030	12,000	12,000	12,000	
25	Commissioner's Expenses	75	84	2,000	4,000	4,000	
26	Banking Charges	1,549	1,397	2,100	2,400	2,400	
27	Advertising/Public Notices	1,354	849	1,000	1,000	1,000	
28	Late Fee	116	211	250	250	250	
29	Credit Card Processing Fee	240	220	240	240	240	
30	Computer Supplies	1,409	1,883	10,000	20,000	20,000	
31	Maintenance & Supplies	176	89	-	-	-	
32	Legal Services	638	3,789	3,000	3,000	3,000	
33	Audit, Accounting Services	59,071	43,790	55,000	55,000	55,000	
34	Promotional Development	150	-	5,000	5,000	5,000	
35	Safety Supplies	71	540	500	1,000	1,000	
36	Training/Classes	51	502	1,500	1,500	1,500	
37	Employment Services	2,107	2,340	5,000	6,600	6,600	
38	Telephone	1,775	2,367	3,000	3,000	3,000	
39	Trip Expense	159	4,025	3,000	3,600	3,600	
40	Shipping/Freight	-	-	-	-	-	
41	License, Fees, Dues, Subscriptions	17,462	16,089	16,710	27,710	27,710	
42	Miscellaneous Expense	1	-	-	-	-	
43	Insurance	23,320	23,334	23,587	25,000	25,000	
44	Contractual Services	43,318	40,135	67,250	78,400	78,400	
45	Meeting / Confrences	3,143	6,198	6,000	7,000	7,000	
46	Museum Exhibit Expense	244	-	-	-	-	
47	Cash Over/Short	-	-	-	-	-	
48	MATERIAL AND SERVICE TOTALS	164,649	157,871	217,137	256,700	256,700	-
49							
50	CAPITAL OUTLAY						
51	Capital - Equipment	7,025	46,170	-	21,000	21,000	
52	CAPTAL OUTLAY TOTALS	7,025	46,170	-	21,000	21,000	-

GENERAL FUND

Line #	REQUIREMENTS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	ADMINISTRATION					5	
1	LONG TERM DEBT						
2	PRINCIPAL						
3	2016 C/B USNB Refi	5,253	5,459	5,665	5,871	5,871	
4	PRINCIPAL TOTALS	5,253	5,459	5,665	5,871	5,871	-
5							
6	INTEREST EXPENSE						
7	2016 C/B USNB Refi	6,093	6,370	5,701	5,682	5,682	
8	INTEREST EXPENSE TOTALS	6,093	6,370	5,701	5,682	5,682	-
9							
10	Amortization Expense	-	-	-	-	-	
11	Loan Fees	5,052	-	-	-	-	
12	ADDITIONAL DEBT EXP TOTALS	5,052	-	-	-	-	-
13							
14	DEBT TOTALS	16,398	11,829	11,366	11,553	11,553	-
15							
16	TOTAL ADMIN REQUIREMENTS	613,943	637,536	702,687	751,316	751,316	-

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	REQUIREMENTS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	AIRPORT		FTE		4.5		
1	PERSONAL SERVICES						
2	PAYROLL						
3	Salaries - Airport	137,010	128,420	202,724	251,043	251,043	
4	Overtime	200	198	750	250	250	
5	Accrued Vacation	2,323	-	500	500	500	
6	PAYROLL TOTALS	139,533	128,619	203,974	251,793	251,793	-
7							
8	PAYROLL EXPENSES & BENEFITS						
9	Social Security	9,838	10,164	14,191	17,573	17,573	
10	Unemployment Insurance (FUTA)	-	-	-	2,622	2,622	
11	Paid Leave Oregon Employer Portion	-	269	-	2,510	2,510	
12	Medical and Dental Insurance	49,425	60,151	69,138	69,439	69,439	
13	Workers Compensation	2,224	1,227	2,500	2,500	2,500	
14	Retirement	30,522	31,721	51,499	66,277	66,277	
15	State Tax WH Expense	813	833	-	4,889	4,889	
16	PAYROLL EXPENSE AND BENEFITS TOTALS	92,822	104,366	137,328	165,810	165,810	-
17							
18	TOTAL PERSONAL SERVICES	232,355	232,985	341,301	417,603	417,603	-
19							
20	MATERIALS AND SERVICES						
21	Office Supplies	206	216	250	200	200	
22	Advertising Expense	225	-	-	500	500	
23	Janitorial Services	2,470	2,465	2,700			
24	Airport Business Park Rent	84,000	84,000	84,000	84,000	84,000	
25	Processing Fees/Credit Cards	4,467	5,259	5,400	5,400	5,400	
26	Computer	218	62	2,000	-	-	
27	Aviation Fuel for Retail Sales	115,567	133,105	147,000	147,000	147,000	
28	Maintenance and Supplies	23,039	25,399	35,000	35,000	35,000	
29	Legal Services	500	4,855	7,500	7,500	7,500	
30	Promotional Development	70	70	-	-	-	
31	Safety Supplies	475	156	600	1,000	1,000	
32	Training/Classes	-	-	2,500	2,500	2,500	
33	Signage	313	44	500	500	500	
34	Telephone	6,361	6,900	7,200	7,200	7,200	
35	Electricity	6,658	7,279	7,500	13,200	13,200	
36	Trip Expense	-	854	1,000	1,000	1,000	
37	Licenses/Fees/Dues/Permits	4,712	10,589	11,889	13,000	13,000	
38	Garbage Services	1,666	1,473	1,875	2,000	2,000	
39	Miscellaneous Expense	-	2,923	-	-	-	
40	Testing	493	985	1,200	1,200	1,200	
41	Insurance	28,662	19,369	19,704	19,704	19,704	
42	Fuel for vehicles & maint. Equip.	744	2,674	1,200	1,200	1,200	
43	Water - Port Use	4,024	3,198	3,915	7,200	7,200	
44	Sewer - Port Use	1,591	1,678	2,187	3,300	3,300	
45	Contractual Services	8,176	1,456	1,500	1,500	1,500	
46	Meetings/Conferences	200	548	-	-	-	
47	COG - Customer Shipping	-	12	-	-	-	
48	MATERIAL AND SERVICE TOTALS	294,836	315,567	346,620	354,104	354,104	-

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	REQUIREMENTS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	AIRPORT				4.5		
	FTE						
1	CAPITAL OUTLAY						
2	FAA AIP Project	3,205,855	-	754,000	572,900	572,900	
3	Capital Outlay - Equipment		5,868	39,000	20,000	20,000	
4	Vehicle Capital Expense	-	26,363				
5	Administration Capital Expense	-	566,980	-	-	-	
6	Construction Capital Expense	-	599,021	30,000	10,000	10,000	
7	Office Capital Expenses	-	553	-	-	-	
8	ABP Loan Expenses	-	-	-	500,000	500,000	
9	CAPITAL OUTLAY TOTALS	3,205,855	1,198,785	823,000	1,102,900	1,102,900	-
10							
11	LONG TERM DEBT						
12	PRINCIPAL						
13	2016 C/B USNB Refi	842	875	908	941	941	
14	PRINCIPAL TOTALS	842	875	908	941	941	-
15							
16	INTEREST EXPENSE						
17	2016 C/B USNB Refi	976	1,020	913	910	910	
18	INTEREST EXPENSE TOTALS	976	1,020	913	910	910	-
19							
20	ADDITIONAL DEBT EXPENSES						
21	Loan Fees	-	-	-	-	-	-
22	ADDITIONAL DEBT EXP TOTALS	-	-	-	-	-	-
23							
24	DEBT TOTALS	1,818	1,895	1,821	1,851	1,851	-
25							
26	TOTAL AIRPORT REQUIREMENTS	3,734,864	1,749,232	1,512,742	1,876,457	1,876,457	-

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	REQUIREMENTS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	INDUSTRIAL PARK						
	FTE				6		
1	PERSONAL SERVICES						
2	PAYROLL						
3	Maintenance Salaries	215,099	196,447	343,564	309,322	309,322	
4	Overtime	359	331	1,500	500	500	
5	Accrued Vacation	-	-	1,000	1,000	1,000	
6	PAYROLL TOTALS	215,458	196,778	346,064	310,822	310,822	-
7							
8	PAYROLL EXPENSES & BENEFITS						
9	Social Security	16,895	16,362	24,049	21,653	21,653	
10	Unemployment Insurance (FUTA)	-	3,398	-	3,230	3,230	
11	Paid Leave Oregon Employer Portion	-	411	-	3,093	3,093	
12	Medical and Dental Insurance	63,550	63,888	158,743	98,517	98,517	
13	Workers Compensation	5,541	2,427	6,000	6,000	6,000	
14	Retirement	51,691	50,012	85,891	80,949	80,949	
15	State Tax WH Expense	1,614	1,567	-	6,494	6,494	
16	PAYROLL EXPENSE AND BENEFITS TOTALS	139,292	138,065	274,683	219,937	219,937	-
17							
18	TOTAL PERSONAL SERVICES	354,750	334,843	620,747	530,759	530,759	-
19							
20	MATERIALS AND SERVICES						
21	Road Maintenance	-	3,045	-	-	-	
22	Advertising	50	-	-	-	-	
23	Janitorial Services	12,565	15,620	14,000	14,000	14,000	
24	Late Fee	14	-	-	-	-	
25	Computer Supplies	26,606	137	-	-	-	
26	Property Tax Payments	51,381	58,002	70,000	70,000	70,000	
27	Maintenance & Supplies	112,429	107,743	90,000	120,000	120,000	
28	Landfill Maintenance	400	3,225	30,797	30,797	30,797	
29	Legal Services	15,573	51,381	15,000	15,000	15,000	
30	Equipment Rental	1,134	25	-	1,000	1,000	
31	Promotional Development	100	-	-	-	-	
32	Safety Supplies	173	774	3,000	3,000	3,000	
33	Training/Classes	-	-	1,000	1,000	1,000	
34	Employment Services	-	-	-	1,000	1,000	
35	Signage	572	414	5,000	5,000	5,000	
36	Telephone	13,011	15,300	15,000	15,000	15,000	
37	Electricity	60,091	66,271	78,000	78,000	78,000	
38	Trip Expense	-	-	-	250	250	
39	License, Fees, Dues, Permit	707	19,121	6,000	6,050	6,050	
40	Garbage Services	4,681	4,928	5,400	8,100	8,100	
41	Testing	6,567	9,770	9,000	9,000	9,000	
42	Insurance	85,462	67,639	70,426	80,000	80,000	
43	Fuel	21,684	21,510	25,000	24,000	24,000	
44	Water - Port Use	10,401	10,285	9,937	10,200	10,200	
45	Sewer - Port Use	3,193	4,236	4,796	5,700	5,700	
46	Contractual Services	9,664	2,460	37,000	37,000	37,000	
47	Prepayment Refunds	-	870	-	5,000	5,000	
48	MATERIAL AND SERVICE TOTALS	436,457	462,755	489,356	539,097	539,097	-

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	REQUIREMENTS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	INDUSTRIAL PARK						
	FTE				6		
1	CAPITAL OUTLAY						
2	Equipment Capital Expense	750	18,349	24,000	31,500	31,500	
3	Construction Capital Expense	52,032	142,511	227,500	360,000	360,000	
4	Road Maintenance Capital Expense	-	-	100,000	115,974	115,974	
5	CAPITAL OUTLAY TOTALS	52,782	160,860	351,500	507,474	507,474	-
6							
7	LONG TERM DEBT						
8	PRINCIPAL						
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	216,398	224,267	224,267	
12	2016 C/B USNB Refi - Digester Portion	31,952	33,205	34,458	35,711	35,711	
13	SPWF L14002	27,762	28,859	29,999	31,184	31,184	
14	PRINCIPAL TOTALS	318,491	345,040	280,854	291,161	291,161	-
15							
16	INTEREST EXPENSE						
17	Interest Payments	-	-	-	-	-	
18	2016 C/B USNB Refi	241,740	234,335	217,763	217,047	217,047	
19	2016 C/B USNB Refi - Digester Portion	38,493	37,314	34,675	34,561	34,561	
20	SPWF #X03002 - Compost Facility	1,098	378	-	-	-	
21	OEDD #040- 179 Compost Facility	3,465	585	-	-	-	
22	SPWF L14002	30,197	29,100	27,960	26,775	26,775	
23	INTEREST EXPENSE TOTALS	314,993	301,712	280,398	278,383	278,383	-
24							
25	ADDITIONAL DEBT EXPENSES						
26							
27	ADDITIONAL DEBT EXP TOTALS	-	-	-	-	-	-
28							
29	DEBT TOTALS	633,484	646,752	561,252	569,544	569,544	-
30							
31	TOTAL IP REQUIREMENTS	1,477,473	1,605,210	2,022,855	2,146,873	2,146,873	-

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	REQUIREMENTS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	UTILITIES		FTE			3	
1	PERSONAL SERVICES						
2	PAYROLL						
3	Salaries - Utilities	129,459	140,981	149,107	167,628	167,628	
4	Overtime	240	210	1,000	500	500	
5	Accrued Vacation	2,241	-	2,500	2,500	2,500	
6	PAYROLL TOTALS	131,940	141,191	152,607	170,628	170,628	-
7							
8	PAYROLL EXPENSES & BENEFITS						
9	Social Security	9,649	11,702	10,437	11,734	11,734	
10	Unemployment Insurance (FUTA)	-	-	-	1,750	1,750	
11	Paid Leave Oregon Employer Portion	-	305	-	1,676	1,676	
12	Medical and Dental Insurance	25,357	40,405	39,682	38,398	38,398	
13	Workers Compensation	3,300	1,756	3,500	3,500	3,500	
14	Retirement	26,119	37,421	37,277	43,868	43,868	
15	State Tax WH Expense	862	1,006	900	3,228	3,228	
16	PAYROLL EXPENSE AND BENEFITS TOTALS	65,287	92,595	91,796	104,155	104,155	-
17							
18	TOTAL PERSONAL SERVICES	197,227	233,786	244,403	274,783	274,783	-
19							
20	MATERIALS AND SERVICES						
21	Office Supplies	658	-	-	500	500	
22	Computer Supplies	855	-	-	-	-	
23	Maintenance & Supplies	22,786	27,519	35,000	36,000	36,000	
24	Storm Water Maintenance	-	-	35,000	35,000	35,000	
25	Legal Services	3,740	5,623	1,000	1,000	1,000	
26	Equipment Rental	-	-	500	500	500	
27	Safety Supplies	76	24	500	500	500	
28	Training	-	753	3,500	3,500	3,500	
29	Employment Services	-	100	-	-	-	
30	Telephone	1,565	1,473	1,800	1,800	1,800	
31	Electricity	2,950	2,715	3,000	3,000	3,000	
32	Trip Expense	-	258	1,000	1,000	1,000	
33	Licenses/Dues/Fees/Permits	7,281	8,293	6,000	6,000	6,000	
34	Garbage Services	1,738	1,803	1,920	2,100	2,100	
35	Testing Costs	8,296	9,058	8,650	8,650	8,650	
36	Insurance	25,328	18,123	18,887	21,000	21,000	
37	Fuel	3,182	3,178	3,500	3,500	3,500	
38	Water	130,980	135,142	139,200	156,000	156,000	
39	Water - Port Use	5,012	5,972	6,500	6,000	6,000	
40	Small Tools	630	-	-	-	-	
41	Contractual Services	31,923	52,190	103,000	79,500	79,500	
42	Meeting Expenses	579	-	-	-	-	
43	MATERIAL AND SERVICE TOTALS	247,578	272,224	368,957	365,550	365,550	-

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	REQUIREMENTS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	UTILITIES		FTE		3		
1	CAPITAL OUTLAY						
2	Equipment Capital Outlay	-	18,850	-	-	-	
3	Admin Capital Outlay	420	34,184	-	-	-	
4	Construction Capital Outlay	205,646	205,646	75,000	36,223	36,223	
5	Permit Capital Exp	147	-	-	-	-	
6	Office Capital Exp	2,162	-	-	-	-	
7	CAPITAL OUTLAY TOTALS	208,375	258,680	75,000	36,223	36,223	-
8							
9	LONG TERM DEBT						
10	PRINCIPAL						
11	2016 C/B USNB Refi	7,268	7,553	7,838	8,123	8,123	
12	PRINCIPAL TOTALS	7,268	7,553	7,838	8,123	8,123	-
13							
14	INTEREST EXPENSE						
15	2016 C/B USNB Refi	8,430	8,813	7,887	7,861	7,861	
16	INTEREST EXPENSE TOTALS	8,430	8,813	7,887	7,861	7,861	-
17							
18	ADDITIONAL DEBT EXPENSES						
19							
20	ADDITIONAL DEBT EXP TOTALS	-	-	-	-	-	-
21							
22	DEBT TOTALS	15,697	16,365	15,724	15,984	15,984	-
23							
24	TOTAL UTILITIES REQUIREMENTS	668,877	781,055	704,085	692,540	692,540	-

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	REQUIREMENTS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	RAILROAD					1	
	FTE						
1	PERSONAL SERVICES						
2	PAYROLL						
3	RR Salaries	17,784	18,330	43,916	57,752	57,752	
4	Overtime	69	73	250	100	100	
5	Accrued Vacation Expense	-	-	-	-	-	
6	PAYROLL TOTALS	17,853	18,402	44,166	57,852	57,852	-
7							
8	PAYROLL EXPENSES & BENEFITS						
9	Social Security	1,253	1,418	3,074	4,043	4,043	
10	Unemployment Insurance (FUTA)	-	-	-	603	603	
11	Paid Leave Oregon Employer Portion	-	37	-	578	578	
12	Medical/Dental/Life/Disability Insurance	9,671	12,071	19,555	18,020	18,020	
13	PERS Retirement	3,931	4,380	10,979	15,499	15,499	
14	Workers Compensation - RR	8	9	-	-	-	
15	Retirement - Tier I - RR Admin	571	575	1,231	-	-	
16	Retirement - Tier II - RR Admin	977	985	2,109	-	-	
17	State Tax WH Expense	128	146	-	1,217	1,217	
18	PAYROLL EXPENSE AND BENEFITS TOTALS	16,539	19,620	36,948	39,960	39,960	-
19							
20	TOTAL PERSONAL SERVICES	34,392	38,023	81,114	97,812	97,812	-
21							
22	MATERIALS AND SERVICES						
23	RUI Expense	-	699	-	-	-	
24	Vegetation Control	1,000	2,000	1,200	-	-	
25	TLW Expense	-	100,000	-	-	-	
26	Late Fee	5	10	-	-	-	
27	STIA Support Expense	12,500	12,500	12,500	12,500	12,500	
28	Maintenance & Repairs	8,343	6,179	10,000	1,000	1,000	
29	Car Hire	13,072	94,850	18,000	18,000	-	
30	Legal Services	3,944	13,530	18,000	10,000	28,000	
31	Tariff	216,200	149,035	192,000	-	-	
32	Electricity	1,540	1,550	1,800	-	-	
33	Licenses, Fees, Dues, Sub.	1,170	1,332	1,600	8,750	8,750	
34	Insurance	13,538	15,057	14,051	12,000	12,000	
35	Contractual Services	-	6,350	10,000	-	-	
36	Meeting/Conferences	34	75	75	-	-	
37	MATERIAL AND SERVICE TOTALS	271,346	403,166	279,226	62,250	62,250	-
38							
39	CAPITAL OUTLAY						
40							
41	CAPTAL OUTLAY TOTALS						
42							
43	LONG TERM DEBT						
44	PRINCIPAL						
45	OBDD Payroll Loan C2008004	4,480	4,666	38,683	-	-	
46	2016 C/B USNB Refi	9,027	9,381	9,735	10,089	10,089	
47	PRINCIPAL TOTALS	13,507	14,047	48,418	10,089	10,089	-
48							
49	INTEREST EXPENSE						
50	2016 C/B USNB Refi	10,875	-	9,796	9,764	9,764	
51	Interest Payments	-	1,829	-	-	-	
52	OBDD Payroll Loan C2008004	2,015	10,542	1,318	-	-	
53	INTEREST EXPENSE TOTALS	12,890	12,371	11,114	9,764	9,764	-
54							
55							
56	DEBT TOTALS	26,397	26,418	59,532	19,853	19,853	-
57							
58	TOTAL RAILROAD REQUIREMENTS	332,135	467,606	419,871	179,915	179,915	-

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	REQUIREMENTS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	HANGAR B		FTE		6		
1	PERSONAL SERVICES						
2	PAYROLL						
3	Museum Salaries	258,070	257,706	314,124	371,483	371,483	
4	Overtime	1,987	1,406	5,000	2,500	2,500	
5	Accrued Vacation	-	-	1,000	1,000	1,000	
6	PAYROLL TOTALS	260,056	259,112	320,124	374,983	374,983	-
7							
8	PAYROLL EXPENSES & BENEFITS						
9	Social Security	19,629	21,632	21,989	26,004	26,004	
10	Unemployment Insurance (FUTA)	-	-	-	3,879	3,879	
11	Paid Leave Oregon Employer Portion	-	551	-	3,715	3,715	
12	Medical and Dental Insurance	66,908	82,603	120,587	82,794	82,794	
13	Workers Compensation	6,345	3,423	7,000	7,000	7,000	
14	Retirement	58,688	68,052	78,531	97,217	97,217	
15	State Tax WH Expense	1,935	2,070	-	6,808	6,808	
16	PAYROLL EXPENSE AND BENEFITS TOTALS	153,505	178,332	228,107	227,417	227,417	-
17							
18	TOTAL PERSONAL SERVICES	413,561	437,444	548,231	602,400	602,400	-
19							
20	MATERIALS AND SERVICES						
21	Office Supplies	3,211	3,309	4,000	4,800	4,800	
22	Advertising and Promotions	965	-	-	-	-	
23	Credit Card Fees	19,689	15,132	15,600	24,000	24,000	
24	Computer Supplies	232	25	500	500	500	
25	Property Tax	-	-	1,224	-	-	
26	Maintenance & Supplies	24,198	20,877	40,000	40,000	40,000	
27	Legal	310	561	6,000	6,000	6,000	
28	Equipment Rental	-	44	500	500	500	
29	Promotional Development	27,917	24,806	25,000	25,000	25,000	
30	Safety Supplies	558	71	1,500	1,500	1,500	
31	Training	399	-	2,000	2,000	2,000	
32	Signage	774	-	-	-	-	
33	Telephone	1,893	2,493	2,700	2,700	2,700	
34	Electricity	23,079	24,320	26,400	30,000	30,000	
35	Trip Expense	-	1,962	1,000	2,000	2,000	
36	Licenses/Dues/Fees/Permits	643	2,666	575	1,000	1,000	
37	Garbage	2,703	2,839	3,000	3,000	3,000	
38	Insurance	565	10,566	15,000	15,000	15,000	
39	Fuel	3,743	2,887	3,600	4,200	4,200	
40	Water - Port Use	4,035	4,581	4,197	6,000	6,000	
41	Sewer - Port Use	2,610	3,061	3,898	4,800	4,800	
42	Contractual Services	3,428	60,906	5,000	7,255	7,255	
43	Prepayment Refunds	-	70	-	250	250	
44	Meetings/Conferences	-	81	250	500	500	
45	Cost of Goods (inventory)	91,864	110,153	100,000	100,000	100,000	
46	COG - Disc Golf Merchandise	2,006	2,057	-	10,000	10,000	
47	Cost of Goods (Customer Shipping)	172	327	350	350	350	
48	Museum Exhibits	39,930	39,930	50,000	50,000	50,000	
49	Special Event Expenses	74	1,504	200	2,500	2,500	
50	FOTAM	-	5,000	-	5,000	5,000	

PORT OF TILLAMOOK BAY - APPROVED BUDGET 2024-2025

GENERAL FUND

Line #	REQUIREMENTS	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
	HANGAR B						
	FTE				6		
1	MATERIAL AND SERVICE TOTALS	254,999	340,227	312,494	348,855	348,855	-
2							
3	CAPITAL OUTLAY						
4	Equipment	-	-	-	92,900	92,900	
5	Construction	19,668	39,990	200,000	700,000	700,000	
6	CAPITAL OUTLAY TOTALS	19,668	39,990	200,000	792,900	792,900	-
7							
8	LONG TERM DEBT						
9	PRINCIPAL						
10							
11	PRINCIPAL TOTALS	-	-	-	-	-	-
12							
13	INTEREST EXPENSE						
14							
15	INTEREST EXPENSE TOTALS	-	-	-	-	-	-
16							
17	ADDITIONAL DEBT EXPENSES						
18							
19	ADDITIONAL DEBT EXP TOTALS	-	-	-	-	-	-
20							
21	DEBT TOTALS	-	-	-	-	-	-
22							
23	TOTAL HANGAR B REQUIREMENTS	688,229	817,661	1,060,725	1,744,155	1,744,155	-