

CITY OF MARIANNA
AIRPORT COMMERCE PARK BOARD MEETING
January 15, 2019
1:30 PM
MARIANNA MUNICIPAL AIRPORT
3689 INDUSTRIAL PARK DRIVE, MARIANNA, FL

1. Call To Order

2. Roll Call

Chairman - Harold Donaldson
Board Member - Byron Ward
Board Member - James Hart
Board Member - John Epley
Board Member - Ken Miller

3. Review & Approval Of Minutes

3.A. September Minutes

Documents:

[SEPTEMBER 19 2018 MINUTES.PDF](#)

4. Airport Financial Reports

4.A. Financials - Thru November 30, 2018

Documents:

[AIRPORT FINANCIALS THRU 11-30-18.PDF](#)

4.B. FBO - City Monthly Statements

Documents:

[FBO MONTHLY REPORTS SEPT THRU DEC.PDF](#)

4.C. Billing

Documents:

[HANGAR PAYMENTS AS OF 12-31-18.PDF](#)

5. Other Business

5.A. Fuel Farm Update

5.B. SkyWarrior Flight Support, Inc

6. Adjourn

The City of Marianna is an Equal Opportunity Employer and a Drug-Free Workplace. In accordance with the adopted Section 504 Policy, the City will take affirmative steps to reasonably

accommodate the disabled and ensure their needs are equitably represented in City programs and activities. Pursuant to Title VI and the Civil Rights Act of 1964, the City will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, language , income or family status. For assistance with EEO, Title VI or Section 504 matters contact Julie Chance at 850-482-4353. The City also has a Fair Housing Ordinance. For assistance with Fair Housing matters contact Kay Dennis at 850-482-2786. In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this meeting should contact the City Clerk's Office at 850-482-4353 no later than 3 days prior to the meeting. City Hall is located at 2898 Green Street, Marianna, FL.

City of Marianna
Airport Commerce Park Board Regular Meeting

September 19, 2018
1:30 PM

The regular Airport Commerce Park Board Meeting was held on the above date and time. Those present at the meeting were: Byron Ward, James Hart, John Epley, and Ken Miller. On behalf of the City, the City Manager Jim Dean and Public Works Director Joe Richey. On behalf of AVCON, Inc., John Collins. On behalf of SkyWarrior, Loretta Lipford.

The minutes from the June 19, 2018 meeting were opened for discussion and there was no discussion in detail. Mr. Hart made a motion to approve the minutes with a second from Mr. Epley. All in favor. No further questions or comments were discussed.

The airport financial statements were opened for discussion. Mr. Dean updated the Board on the revenue and expenses and the Airport's Restricted/Unrestricted Cash. No action needed. No further questions or comments were discussed.

The FBO monthly reports were opened for discussion. Mr. Dean updated the Board on the fuel sales. No action needed. No further questions or comments were discussed.

The March 2018, April 2018 and May 2018 airport billing reports were opened for discussion. Mr. Dean updated the board on the hangar payments. No action needed. No further questions or comments were discussed.

Under other business, Item 5A, the Fuel Farm project was opened for discussion. Mr. Collins updated the Board on the Fuel Farm Relocation project. No action needed. No further questions or comments were discussed.

Under other business, Item 5B, Industrial Park Drive roadway improvements was opened for discussion. Mr. Collins discussed with the Board various ways to rehab the roadway. No action needed. No further questions or comments were discussed.

Under other business, Item 5C, Runway 18/36 Extension, was opened for discussion. The estimated completion date is 270 calendar days. No action needed. No further questions or comments were discussed.

There being no further business the meeting was adjourned.

City of Marianna
 Budget Expense Analysis
 As of November 30, 2018 (2 Months)

Airport:

Under (Over) Budget-Unadjusted	\$ 461,142.85
Grants	(490,785.84)
AL/SL Buyback	-
Insurance Adjustment	28,282.78
Hurricane Michael	8,934.34
Ad Valorem Tax	4,751.46
Under (Over) Budget	<u>\$ 12,325.59</u>

There were 3 payrolls in Nov.

Capital/Contingency:

Budgeted thru Current Month (\$4,522.83/mth)	\$ 9,045.66
Spent Thru Current Month	-
Under (Over) Budget	<u>\$ 9,045.66</u>

Budgeted FY 2016-2017	\$ 54,274.00
Spent thru Current Month	-
Remaining Budget (Deficit) Entire FY	<u>\$ 54,274.00</u>

	<u>Budgeted</u>	<u>Spent Thru Current Month</u>
Front Gate Card Reader	\$ 5,000.00	0
Central Heat/Air	10,000.00	0
Bushhog	20,000.00	0
Contingency	19,274.00	
Total	\$ 54,274.00	\$ -

**City of Marianna
 Airport
 October 1, 2018 thru November 30, 2018 (2 Months)**

	<u>Totals</u>
Revenue:	
Fuel Sales	\$ 1,395.42
Rentals/Leases	28,190.93
Misc.	0.63
Interest Earnings	13.35
Grants	684.16
Land Lease (Note 2)	-
Timber Sales	-
Fly In	-
Hurricane Michael Insurance	118,146.23
Total Revenues	<u>148,430.72</u>

Expenses:

Personal Services	-
Operating	(49,765.83)
Capital	-
Fly-In	-
Debt	-
Transfer	(4,545.00)
Grants	(684.16)
Hurricane Michael	(8,934.34)
Total Expense	<u>(63,929.33)</u>

Net Profit (Loss)	<u>\$ 84,501.39</u>
Property/Auto Insurance NOTE 1	\$ 28,282.78
Ad Valorem Tax NOTE 2	\$ 4,751.46
Hurricane Michael/Rev and Exp Net (Note 3)	\$ (109,211.89)
Net Profit (Loss) Adjusted	<u>\$ 8,323.74</u>

NOTE 1: The airport paid for property and auto insurance in Oct. and Nov. 2018 and this is budgeted for the entire year so this will balance out by fiscal year end.

NOTE 2: Ad valorem taxes are paid in November 2018 but budgeted for the entire fiscal year so this will balance out by fiscal year end.

NOTE 3: Hurricane Michael expenses and revenues will be netted out for now until we can determine the actual expenses versus the insurance/FEMA reimb.

KMAI September Monthly Report

Item	SEP 2018	SEP 2017	Year To Date
Gallons of 100LLSold	6494.2	8304.7	57439.9
Gallons of JetA sold	14791	11882	144096
Flight lessons sold	\$ -	\$ -	\$ -
Maintenance Sold	\$ -	\$ -	\$ -
Vending Sold	\$ 10.00	\$ 10.00	\$ 444.52
Charts & Maps	\$ -	\$ 357.67	\$ 148.56
Ramp Fees	\$ -	\$ -	\$ 146.00
Sales Total	\$ 10.00	\$ 367.67	\$ 739.08
City %	2.5%	2.5%	2.5%
City Payment	\$ 0.25	\$ 9.19	\$ 18.48

Gal 100LL Purchased	-	-	54,535.0
Gal Jet A Purchased	7,681.0	-	127,481.0

KMAI October Monthly Report

Item	OCT 2018	OCT 2017	Year To Date
Gallons of 100LLSold	5098.7	6829.1	62538.6
Gallons of JetA sold	25709	12547	169805
Flight lessons sold	\$ -	\$ -	\$ -
Maintenance Sold	\$ -	\$ -	\$ -
Vending Sold	\$ 15.00	\$ 10.00	\$ 459.52
Charts & Maps	\$ -	\$ 91.32	\$ 148.56
Ramp Fees	\$ -	\$ -	\$ 146.00
Sales Total	\$ 15.00	\$ 101.32	\$ 754.08
City %	2.5%	2.5%	2.5%
City Payment	\$ 0.38	\$ 2.53	\$ 18.85

Gal 100LL Purchased	7,871.0	0	62,406.0
Gal Jet A Purchased	22,965.0	7745.0	150,446.0

KMAI November Monthly Report

Item	NOV 2018	NOV 2017	Year To Date
Gallons of 100LLSold	4009.7	4754.7	66548.3
Gallons of JetA sold	15900	16164	185705
Flight lessons sold	\$ -	\$ -	\$ -
Maintenance Sold	\$ -	\$ -	\$ -
Vending Sold	\$ 10.00	\$ 15.00	\$ 469.52
Charts & Maps	\$ -	\$ 15.22	\$ 148.56
Ramp Fees	\$ -	\$ -	\$ 146.00
Sales Total		\$ 30.22	\$ 754.08
City %	2.5%	2.5%	2.5%
City Payment	\$ -	\$ 0.76	\$ 18.85

Gal 100LL Purchased	-	7885.0	62,406.0
Gal Jet A Purchased	15,496.0	15562.0	165,942.0

KMAI December Monthly Report 2018

Item	DEC 2018	DEC 2017	Year To Date
Gallons of 100LLSold	2497.4	3390.8	69045.7
Gallons of JetA sold	8929	7389	194634
Flight lessons sold	\$ -	\$ -	\$ -
Maintenance Sold	\$ -	\$ -	\$ -
Vending Sold	\$ 10.00	\$ 10.00	\$ 479.52
Charts & Maps	\$ -	\$ -	\$ 148.56
Ramp Fees	\$ -	\$ -	\$ 146.00
Sales Total	\$ 10.00	\$ 10.00	\$ 764.08
City %	2.5%	2.5%	2.5%
City Payment	\$ 0.25	\$ 0.25	\$ 19.10

Gal 100LL Purchased	8,482.0	7981.0	70,888.0
Gal Jet A Purchased	7,748.0	15608.0	173,690.0

Marianna Industrial Park/Airport Rentals December 2018 REVISED

Hangar	Size	Type	Rent/Util	10% Discount	7.3% Taxes	Total Mthly	Tenant	Prev. Bal	Payment	End. Bal
A	72 x 43	Block	\$150.00		\$10.95	\$160.95	McDaniel, John	\$0.00	\$160.95	\$0.00
B1	50 x 40	Block	\$173.33		\$12.65	\$185.98	Honkers, Inc.	-\$371.96		-\$185.98
B2	50 x 40	Block	\$150.00		\$10.95	\$160.95	Cloud, Jeff	\$0.00		\$160.95
C1	50 x 40	Block	\$150.00		\$10.95	\$160.95	CITY			
C2	50 x 40	Block	\$150.00		\$10.95	\$160.95	CITY			
D1	80'x80'	Corp/Metal	\$2,700.00		EXEMPT	\$2,700.00	Air Methods	\$0.00	\$2,700.00	\$0.00
D2	60'x60'	Corp/Metal	\$700.00		\$51.10	\$751.10	SkyWarrior	\$0.00	\$751.10	\$0.00
E1	40 X 39.5	Shade	\$60.00		\$4.38	\$64.38	VACANT			
E2	40 X 39.5	Shade	\$60.00	\$6.00	\$3.94	\$57.94	Jackson Co. Aviation	-\$115.91		-\$57.97
E3	40 X 39.5	Shade	\$60.00		\$4.38	\$64.38	Granberry, Philip	-\$49.85		\$14.53
E4	40 X 39.5	Shade	\$60.00		\$4.38	\$64.38	VACANT			
E5	40 X 39.5	Shade	\$60.00		\$4.38	\$64.38	VACANT			
F1	40 x 48	Shade	\$60.00		\$4.38	\$64.38	VACANT			
F2	40 x 48	Shade	\$60.00		\$4.38	\$64.38	NW Flyers	-\$128.76		-\$64.38
F3	40 x 48	Shade	\$60.00		\$4.38	\$64.38	NW Flyers	-\$128.76		-\$64.38
F4	40 x 48	Shade	\$60.00	\$6.00	\$3.94	\$57.94	Jackson Co. Aviation	-\$57.96		-\$0.02
F5	40 x 48	Shade	\$60.00		\$4.38	\$64.38	Moorhead, Donald	\$0.00		\$64.38
G1	50' X 31'	Shade	\$60.00		\$4.38	\$64.38	VACANT			
G2	50' X 31'	Shade	\$60.00		\$4.38	\$64.38	VACANT			
G3	50' X 31'	Shade	\$60.00		\$4.38	\$64.38	Box, William	\$0.00	\$64.50	-\$0.12
G4	50' X 31'	Shade	\$60.00		\$4.38	\$64.38	VACANT			
G5	50' X 31'	Shade	\$60.00		\$4.38	\$64.38	VACANT			

Ref 5%

\$150.00

\$173.33

\$150.00

\$1,400.00

*

\$60.00

\$60.00

\$60.00

\$60.00

\$60.00

\$60.00

\$60.00

Hangar	Size	Type	Rent/Util	10% Discount	Taxes	Total Mthly	Tenant	Prev. Bal		End. Bal	
H1	50'x 31'	Shade	\$60.00		\$4.38	\$64.38	Sorrenson, Ed	\$128.76		\$193.14	\$60.00
H2	50'x 31'	Shade	\$60.00		\$4.38	\$64.38	Sorrenson, Ed	\$128.76		\$193.14	\$60.00
H3	50'x 31'	Shade	\$60.00		\$4.38	\$64.38	Cam, Richard	\$128.76		\$193.14	\$60.00
H4	50'x 31'	Shade	\$60.00		\$4.38	\$64.38	VACANT				
H5	50'x 31'	Shade	\$60.00	\$6.00	\$3.94	\$57.94	Hanson, Anthony	-\$464.29		-\$406.35	\$60.00
R1	44' X 34'	T - Hanger	\$175.00	\$17.50	\$11.50	\$169.00	Howard, James	-\$338.00		-\$169.00	\$175.00
R2	44' X 34'	T - Hanger	\$200.00		\$14.60	\$214.60	Garrett, Bill	\$48.06	\$262.66	\$0.00	\$200.00
R3	44' X 34'	T - Hanger	\$200.00		\$14.60	\$214.60	Peterson, Hermes	-\$214.60	\$215.00	-\$215.00	\$200.00
R4	44' X 34'	T - Hanger	\$200.00	\$20.00	\$13.14	\$193.14	Hansen, Joe	-\$579.42		-\$386.28	\$200.00
R5	44' X 34'	T - Hanger	\$200.00		\$14.60	\$214.60	VACANT				
R6	44' X 34'	T - Hanger	\$200.00		\$14.60	\$214.60	AMH Aviation	\$0.00	\$429.20	-\$214.60	\$200.00
R7	44' X 34'	T - Hanger	\$200.00		\$14.60	\$214.60	Griffin, John	-\$234.40		-\$19.80	\$200.00
R8	44' X 34'	T - Hanger	\$200.00		\$14.60	\$214.60	Griffin, John	-\$234.40		-\$19.80	\$200.00
S1	41.5' X 34	T - Hanger	\$175.00		\$12.78	\$187.78	West, David	-\$17.41	\$187.76	-\$17.40	\$175.00
S2	41.5' X 34	T - Hanger	\$150.00		\$10.95	\$160.95	Chambless, Mardre	-\$7.80	\$161.25	-\$8.10	\$150.00
S3	41.5' X 34	T - Hanger	\$150.00		\$10.95	\$160.95	Thomas, Joe	-\$804.75		-\$643.80	\$150.00
S4	41.5' X 34	T - Hanger	\$175.00		\$12.78	\$187.78	Parnell, Jerry	\$187.78	\$187.78	\$187.78	\$175.00
S5	41.5' X 34	T - Hanger	\$150.00	\$15.00	\$9.86	\$144.86	Cross, Jerry	-\$1,451.05		-\$1,306.20	\$150.00
S6	41.5' X 34	T - Hanger	\$150.00		\$10.95	\$160.95	Epley, John	-\$161.55		-\$0.60	\$150.00
S7	41.5' X 34	T - Hanger	\$150.00		\$10.95	\$160.95	Boyette, Wayne	-\$88.30		\$72.65	\$150.00
S8	41.5' X 34	T - Hanger	\$175.00	\$17.50	EXEMPT	\$157.50	Jackson CSO	-\$1,575.00		-\$1,417.50	\$175.00

Hangar	Size	Type	Rent/Util	10% Discount	Taxes	Total Mthly	Tenant	Prev. Bal	Payment	End. Bal	
T1	44' X 34'	T - Hanger	\$150.00		\$10.95	\$160.95	Giersberg, C.	\$0.00	\$321.90	-\$160.95	\$150.00
T2	44' X 34'	T - Hanger	\$150.00		\$10.95	\$160.95	Cavin, Dale	-\$160.95		\$0.00	\$150.00
T3	44' X 34'	T - Hanger	\$150.00		\$10.95	\$160.95	Cavin, Dale	-\$160.95		\$0.00	\$150.00
T4	44' X 34'	T - Hanger	\$140.00		EXEMPT	\$140.00	Forest Service, FL	\$280.00	\$280.00	\$140.00	\$140.00
T5	44' X 34'	T - Hanger	\$150.00		\$10.95	\$160.95	Padgett, Daniel	\$319.90	\$480.85	\$0.00	\$150.00
T6	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.86	\$144.86	Neville, William (Trey)	-\$869.21		-\$724.36	\$150.00
T7	44' X 34'	T - Hanger	\$150.00		\$10.95	\$160.95	Shores, Leonard	\$160.65	\$320.90	\$0.70	\$150.00
T8	44' X 34'	T - Hanger	\$150.00		\$10.95	\$160.95	Miller, Kenneth	\$0.00	\$160.95	\$0.00	\$150.00
BLDG Lease											
Ind. Pk Dr.	9600 sf	Block Bldg	\$1,200.00		\$87.60	\$1,287.60	Air Prop Specialist	\$0.00	\$2,575.20	-\$1,287.60	***
Pvt Hanger	70'x70'	Land	\$250.00	\$25.00	\$16.43	\$241.43	Dennie Foran	-\$1,690.00		-\$1,448.58	***
Ind. Pk Dr.	20,000 sf	Block Bldg	\$1,325.53		\$96.76	\$1,422.29	Safari Helicopter	\$1,368.74		\$2,791.03	***
Terminal		Building	\$500.00		\$36.50	\$536.50	SkyWarrior	\$0.00	\$536.50	\$0.00	*
Terminal-2nd Floor		Building									
Terminal-Utilities											
Terminal-Shop		Building									
Ind. Pk Dr.	20500 sf	Block Bldg	\$2,000.00		\$146.00	\$2,146.00	Rolls Rite Trailers	\$2,146.00	\$4,292.00	\$0.00	***

*SkyWarrior rental

***Denotes Building/Land Rent

\$318.67

NOTES:

Statements mailed to lessees with past due balances

****New Tenants: G3- WILLIAM BOX

****Terminate: E4- LONNIE WHITEHEAD as of 10/31/2018