

CITY OF MARIANNA
AIRPORT COMMERCE PARK BOARD MEETING
September 20, 2023
1:30 PM
MARIANNA MUNICIPAL AIRPORT
3689 INDUSTRIAL PARK DRIVE, MARIANNA, FL

1. Call To Order

2. Roll Call

- Chairman - James Hart
- Vice Chairman - Byron Ward
- Board Member - Larry Lang
- Board Member - Leonard Shores
- Board Member - Jim King

3. Review & Approval Of Minutes

3.A. Minutes

Documents:

[JUNE 21 2023 MINUTES.PDF](#)

4. Airport Financial Reports

4.A. Billing

Documents:

[HANGAR PAYMENTS 8-31-2023.PDF](#)

4.B. Fuel Sales

Documents:

[FUEL SALES - 8-31-2023.PDF](#)

4.C. Financials

Documents:

[AIRPORT FINANCIALS 8-31-2023.PDF](#)

5. Public Works Director

6. Other Business

7. 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 Stormie Bigham at (850) 482-4353. In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this meeting should contact the Public Works Department at (850) 482-4353 no later than 3 days prior to the meeting.

**Upcoming Meeting:
December 13, 2023**

City of Marianna
Airport Commerce Park Board Regular Meeting
June 21, 2023
1:30 PM

The regular Airport Commerce Park Board Meeting was held on the above date and time. Those present at the meeting were: James Hart, Byron Ward, Larry Lang, Leonard Shores and Jim King. On behalf of the City, City Manager William Long, Public Works Director Clay Wells and Airport Manager Douglas Glass. Also present, John Collins with AVCON, Inc.

The minutes from the March 15, 2023 meeting were opened for discussion and there was no discussion in detail. Mr. Ward made a motion to approve the minutes with a second from Mr. Lang. All in favor. No further questions or comments were discussed.

The Airport Financial Reports were opened for discussion. Mr. Wells updated the Board on fuel sales, rentals and revenues and expenses. Mr. Shores made a motion to approve the airport financial statements, fuel sales and airport billing reports with a second from Mr. King. No further questions or comments were discussed.

Current hangar rental rates were opened for discussion. Mr. Shores made a motion to increase hangar rates a total of \$50 over the next 2 years effective at the renewal of the lease with a second from Mr. Ward. This increase will be recommended to the City Commission at the July meeting. No further question or comments were discussed.

Under other business, Mr. John Collins updated the Board on the progress of Apron Rehabilitation Project and Hangar Development Project. No further questions or comments were discussed.

Mr. Hart provided an update on Project Take Flight. No further questions or comments were discussed.

There being no further business the meeting was adjourned.

FY 22/23
Hangar Rentals August 2023

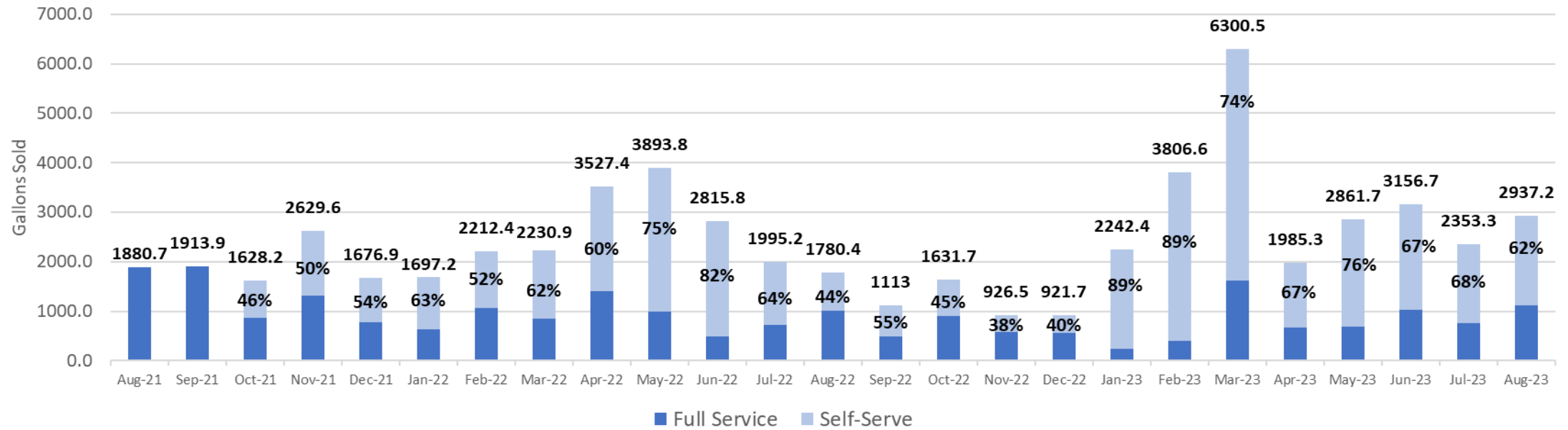
		Monthly Rent	10% Discount	Sales Tax	Payments	Totals	Current Lease End Date
A	McDaniel, John	0.00			-175.00	-14.50	Feb-24
B1	JC Aviation	-722.48	15.00	9.45		-578.03	Jan-24
B2	Lightning Graphics - Jeff Cloud	0.00		10.50	-160.50	0.00	*Renew in Oct
C1	CITY						
C2	CITY						
D1	Air Methods (Sales Tax Exempt)	0.00			-1,400.00	0.00	Oct-23
D2	Neville Aviation	0.00		59.50	-909.50	0.00	*Renew in Oct
E1	Buttery, Craig	-57.78	6.00	3.78		0.00	Oct-23
E2	Adams, Bruce	51.60		4.20	-115.80	0.00	Feb-24
E3	Granberry, Phillip	-577.80	6.00	3.78		-520.02	Feb-24
E4	Dodson, George	-82.60		4.20		-18.40	Feb-24
E5	Lien, James	-64.20		4.20		0.00	May-24
F1	VACANT			5.95		VACANT	
F2	NW Flyers	-128.40		4.20		-64.20	Feb-24
F3	NW Flyers	-128.40		4.20		-64.20	Feb-24
F4	VACANT			5.95		VACANT	
F5	Moorehead, Donald	-288.90	6.00	3.78		-231.12	Jan-24
G1	Womack, Jimmy	0.00		4.20	-64.20	0.00	Mar-24
G2	VACANT			5.95		VACANT	
G3	Bucko, Tibor	-128.40		4.20		-64.20	Mar-24
G4	Whitehead, Lonnie	0.00		4.20	-64.20	0.00	Jun-24
G5	Gainey Aviation Services	0.00	8.50	5.36	-982.26	-900.41	Aug-23
H1	Sorenson, Edd	64.20		4.20		128.40	Feb-24
H2	Parnell, Jerry	0.00		4.20	-64.20	0.00	Jul-24
H3	LD & D Air - Dave Cunningham	64.20		4.20	-256.80	-128.40	Apr-24
H4	Oakley, Myron	-192.60		4.20	-128.40	-256.80	Apr-24
H5	VACANT			5.95		VACANT	
R1	Neto, Robert	-1,540.80	20.00	12.60		-1,348.20	Apr-24

R2	Williams, Ryan	-0.06	225.00	22.50	14.18	-2,600.10	-2,383.49	Aug-24
R3	Ringenberg, Mike	0.00	200.00		14.00	-428.00	-214.00	Jan-24
R4	Hanson, Joe	-1,348.20	200.00	20.00	12.60		-1,155.60	Mar-24
R5	Nixton, Mike	-1,733.40	200.00	20.00	12.60		-1,540.80	Feb-24
R6	Shearer, Michael	-770.40	200.00	20.00	12.60		-577.80	Jan-24
R7	Griffin, John	-243.20	200.00		14.00	-214.00	-243.20	Jul-24
R8	Ringenberg, Mike	0.00	200.00		14.00	-428.00	-214.00	Jan-24
S1	West, David	0.00	150.00		10.50	-175.00	-14.50	Feb-24
S2	Chambless, Mardre	-13.50	150.00		10.50	-160.50	-13.50	Feb-24
S3	Thomas, Joe	-1,300.05	150.00	15.00	9.45		-1,155.60	Jun-24
S4	Parnell, Jerry	0.00	150.00		10.50	-160.50	0.00	Feb-24
S5	Cross, Jerry	-722.25	150.00	15.00	9.45		-577.80	Jan-24
S6	Land, Dustin	-481.50	150.00		10.50		-321.00	Feb-24
S7	Boyette, Wayne	-9.30	175.00		12.25	-160.80	17.15	Aug-24
S8	Francis, Harvey	-6.00	175.00		12.25	-190.00	-8.75	Aug-24
T1	Giersberg, Chris	0.00	150.00		10.50	-160.50	0.00	Apr-24
T2	Cavin, Dale	-1,155.60	150.00	15.00	9.45		-1,011.15	Feb-24
T3	Cavin, Dale	-1,155.60	150.00	15.00	9.45		-1,011.15	Feb-24
T4	Jacques, Tommy	-933.30	150.00	15.00	9.45		-788.85	Jan-24
T5	Padgett, Daniel	-481.50	150.00		10.50		-321.00	Oct-23
T6	Neville, Trey	0.00	150.00		10.50	-321.00	-160.50	*Renew in Oct
T7	Neville, Trey	0.00	150.00		10.50	-321.00	-160.50	*Renew in Oct
T8	Stairs, Richard	-3.00	150.00		10.50	-160.50	-3.00	Feb-24

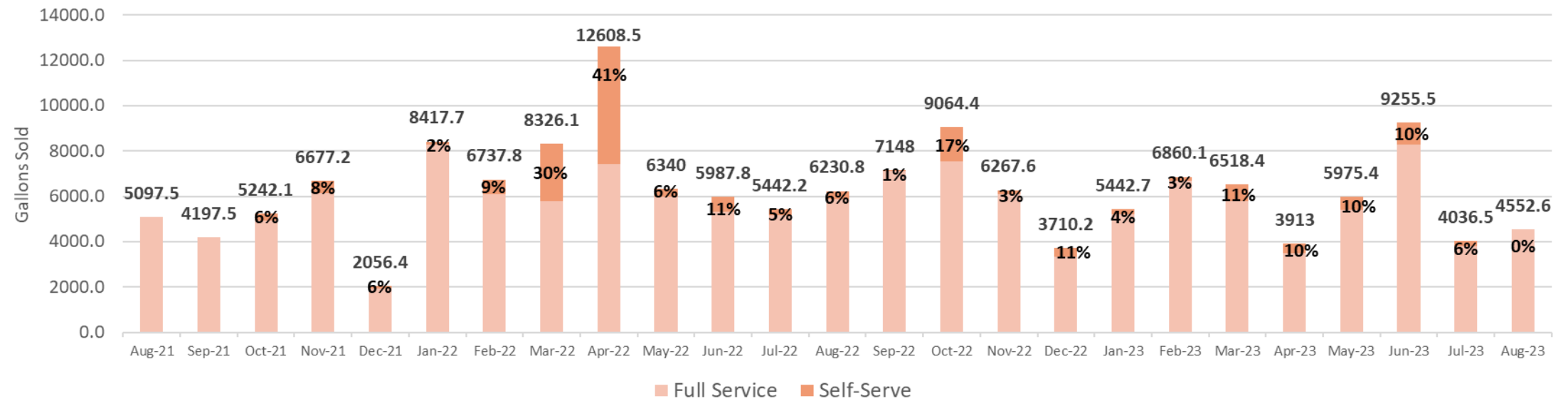
FY 22/23 Building Leases May 2023

	Monthly Rent	Insurance Reimbursement	Prop Tax Reimbursement	Sales Tax	Payments	Totals
Air Methods (Mobile Home)	-	1,300.00	-	-	(1,300.00)	-
Air Prop Specialist	-	1,200.00	313.00	77.00	111.30	(1,701.30)
JCSO	(1,125.00)	125.00	-	-	-	(1,000.00)
Rolls Rite Trailers	(2,488.15)	2,000.00	-	325.37	162.78	(0.00)
Tidewater	-	2,803.75	448.83	114.00	235.66	(3,602.24)

AV GAS



JET A



**City of Marianna
Airport
October 1, 2022 thru August 31, 2023 (11 Months)**

	<u>Totals</u>
Revenue:	
Fuel Sales	\$ 466,881.54
Hangar Rentals	80,735.00
Call Out Fees	750.00
Misc.	508.12
Interest Earnings	8,523.05
Grants	460,201.75
Land Leases	12,144.00
Gilmore Lease/Reimb.	23,520.00
Gilmore Reimb.	3,804.00
Catalyst Reimb.	93,663.00
Tidewater Lease/Reimb.	30,841.25
Tidewater Reimb.	6,191.13
Rolls Rite Lease/Reimb.	22,000.00
Rolls Rite Reimb.	3,609.76
Airprop Lease/Reimb.	13,200.00
Airprop Reimb.	4,566.00
Air Methods Lease/Reimb.	12,100.00
Air Methods Reimb.	2,200.00
JCSO Lease	1,375.00
Hurricane Michael FEMA	-
Total Revenues	<u>1,246,813.60</u>
Expenses:	
Personal Services	50,727.11
Operating	645,452.49
Capital	-
Fly-In	5,970.48
Lease	19,000.00
Transfer	25,741.10
Grants	460,201.75
Hurricane Michael	-
Total Expense	<u>1,207,092.93</u>
Net Profit (Loss)	<u>\$ 39,720.67</u>
Property/Auto Insurance NOTE 1	\$ 5,498.87
Property/Auto Insurance NOTE 2	\$ 3,247.67
Ad Valorem Tax NOTE 3	\$ -
Ad Valorem Tax NOTE 4	\$ -
Net Profit (Loss) Adjusted	<u>\$ 48,467.21</u>

Breakdown of Operating Expenses:

Other Professional Services - Solar Farm Maintenance
Pest Control
Computer Network Support
Credit Card Fees
Lab Testing - Fuel
Telecommunications
Electrical Power
Federal Liability/Property Insurance
Vehicle & Equipment
Building & Facilities
Community Ad Participation
Special Activities / Fly-In
Recognitions/Sympathies
Licenses Renewal Fees
Ad Valorem Tax
General - Office Supplies
Equipment
Office Equipment
Furniture & Equipment (<\$2000)
Janitorial
Uniforms
Small tools
Fuel Oil & Lubricants
Hardware & Electrical
Chemicals & Paint
Fertilizer & Pesticides
Fire Suppression Apparatus
Gas For Resale Purchases
Training
Literature

NOTE 1: The airport paid for property insurance in Oct. 2022 on Airport Leases and this is budgeted for the entire year so this will balance out by fiscal year end.

NOTE 2: The airport paid for property & Auto insurance in Oct. 2022 on Airport operations and this is budgeted for the entire year so this will balance out by fiscal year end.

NOTE 3: The airport paid for ad valorem tax in Nov. 2022 on Airport leases and this is budgeted for the entire year so this will balance out by fiscal year end.

NOTE 4: The airport paid for ad valorem tax in Nov. 2022 on Airport operations and this is budgeted for the entire year so this will balance out by fiscal year end.

City of Marianna
Restricted/Unrestricted Cash
As of 8-31-23

Airport:

Operations	U	461,209.69
SBA	U	2,529.18
A/R Ad Valorem Tax	U	-
Due to/from	U	10,006.81
Payable-Gas	U	-
A/R Hangar Rentals	U	(16,682.28)
A/R Gas Charges	U	
Unrestricted		457,063.40

Grants/Misc Owed to City: -

Apron Rehab #404-334-417 -
FDOT Hangar Development -

Grant Totals

 -

Total \$ 457,063.40