

CITY OF MARIANNA
AIRPORT COMMERCE PARK BOARD MEETING
December 13, 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:

[SEPT 20 2023 MINUTES.PDF](#)

4. Airport Financial Reports

4.A. Billing

Documents:

[HANGAR PAYMENTS 11-30-2023.PDF](#)

4.B. Fuel Sales

Documents:

[FUEL SOLD THRU NOV-23.PDF](#)

4.C. Financials

Documents:

[AIRPORT-FINANCIALS OCTOBER AND NOVEMBER 2023.PDF](#)

5. Public Works Director

5.A. Airport Board Bylaws

Documents:

6. Other Business

6.A. SkyWarrior Flight Training - Mr. Dave Pruitt, VP SkyWarrior

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, genetics, income or family status. For assistance with EEO, Title VII 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 Meetings:

March 20, 2024

June 19, 2024

September 18, 2024

December 11, 2024

City of Marianna
Airport Commerce Park Board Regular Meeting
September 20, 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.

The minutes from the June 21, 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 and rentals. Mr. Lang made a motion to approve the fuel sales and airport billing reports with a second from Mr. Shores. Mr. Wells discussed the airport revenues and expenses report. Mr. Shores made a motion to approve the airport financial statements with a second from Mr. King. No further questions or comments were discussed.

Mr. Wells updates the Board on the Hangar Development Project. No further question or comments were discussed.

Mr. Long discusses Florida Airport Management (FAM) is interested in a land lease within the Industrial Park. Currently FAM is bidding on a contract with Florida Department of Emergency Management and if awarded, they would like to lease about 25-50 acres of land at the airport to build a 100 sq. ft. warehouse to create a logistical staging area. No further questions or comments were discussed.

SkyWarrior Flight Training Program was opened for discussion. Mr. King made a motion to move forward with negotiating a contract with SkyWarrior Flight Support with a second from Mr. Lang. No further questions or comments were discussed.

Airport Commerce Park Board responsibilities was opened for discussion. Currently there is not a City Ordinance or document outlining responsibilities of the Board. Mr. Hart requested Board responsibilities be presented at the next Board meeting.

There being no further business the meeting was adjourned.

FY 22/23
Hangar Rentals November 2023

		Monthly Rent	10% Discount	Sales Tax	Payments	Totals	Current Lease End Date
A	McDaniel, John	-43.50		10.50	-175.00	-58.00	Feb-24
B1	JC Aviation	-289.13	15.00	9.45		-144.68	Jan-24
B2	Lightning Graphics - Jeff Cloud	-1,853.78	175.00	11.03		-1,685.25	Oct-24 Oct -23 1st rate increase
C1	CITY						
C2	CITY						
D1	Air Methods (Sales Tax Exempt)	0.00	1,575.00	0.00	-1,575.00	0.00	Sep-28 Nov -23 1st rate increase
D2	Neville Aviation	-9,617.96	850.00	53.55		-8,799.41	Sep-24 Apr -24 1st rate increase
E1	Buttery, Craig	-818.55	85.00	5.36		-736.70	Oct-24 Oct -23 1st rate increase
E2	Adams, Bruce	-0.80	60.00	4.20	-65.00	-1.60	Feb-24
E3	Granberry, Phillip	-404.46	60.00	3.78		-346.68	Feb-24
E4	Dodson, George	-85.00	60.00	4.20		-20.80	Feb-24
E5	Lien, James	-64.20	60.00	4.20		0.00	May-24
F1	NW Flyers	-128.40	60.00	4.20		-64.20	Feb-24
F2	NW Flyers	-128.40	60.00	4.20		-64.20	Feb-24
F3	VACANT	VACANT	85.00	5.95		VACANT	
F4	VACANT	VACANT	85.00	5.95		VACANT	
F5	Moorehead, Donald	-115.56	60.00	3.78		-57.78	Jan-24
G1	Womack, Jimmy	0.00	60.00	4.20	-64.20	0.00	Mar-24
G2	VACANT	VACANT	85.00	5.95		VACANT	
G3	Bucko, Tibor	-513.60	60.00	4.20		-449.40	Mar-24
G4	Whitehead, Lonnie	0.00	60.00	4.20	-64.20	0.00	Jun-24
G5	Gainey Aviation Services	-736.70	85.00	5.36		-654.85	Aug-24 Aug-23: 1 st rate increase
H1	Sorenson, Edd	63.80	60.00	4.20		128.00	Feb-24
H2	Parnell, Jerry	0.00	60.00	4.20	-64.20	0.00	Jul-24
H3	LD & D Air - Dave Cunningham	0.00	60.00	4.20		64.20	Apr-24
H4	Oakley, Myron	-128.40	60.00	4.20		-64.20	Apr-24
H5	VACANT	VACANT	85.00	5.95		VACANT	
R1	Neto, Robert	-963.00	200.00	12.60		-770.40	Apr-24
R2	Williams, Ryan	-1,950.14	225.00	14.18		-1,733.47	Aug-24 Aug-23: 1 st rate increase
R3	Ringenberg, Mike	214.00	200.00	14.00	-428.00	0.00	Jan-24
R4	Hanson, Joe	-770.40	200.00	12.60		-577.80	Mar-24
R5	Nixton, Mike	-1,155.60	200.00	12.60		-963.00	May-24

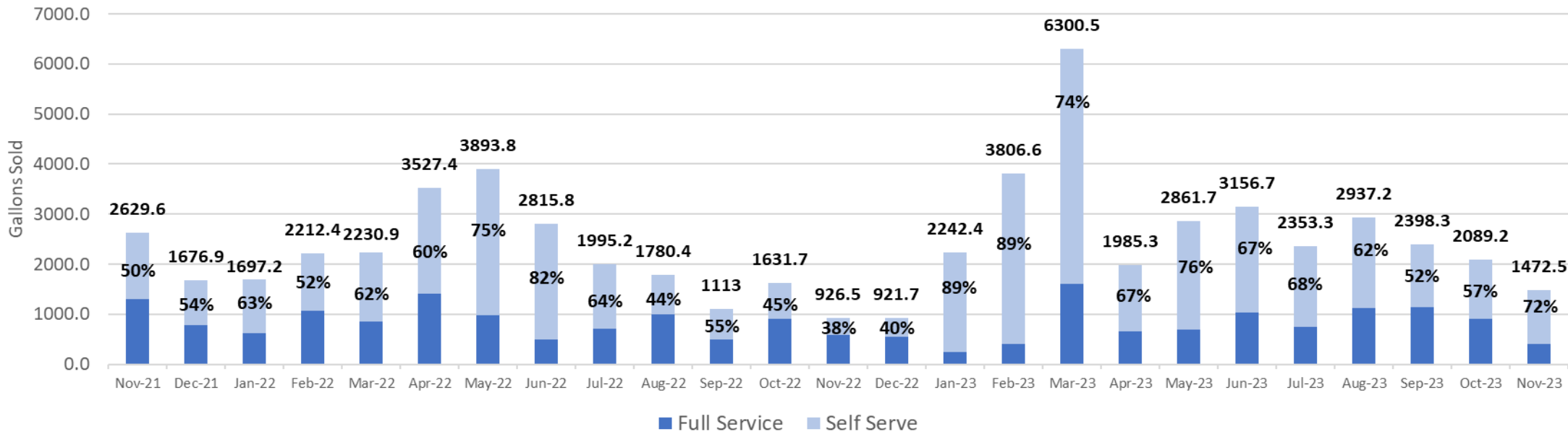
R6	Shearer, Michael	-192.60	200.00	20.00	12.60		0.00	Jan-24
R7	Griffin, John	-243.20	200.00		14.00	-428.00	-457.20	Jul-24
R8	Ringenberg, Mike	214.00	200.00		14.00	-428.00	0.00	Jan-24
S1	West, David	-335.50	150.00		10.50		-175.00	Feb-24
S2	Chambless, Mardre	-13.50	150.00		10.50	-160.50	-13.50	Feb-24
S3	Thomas, Joe	-866.70	150.00	15.00	9.45		-722.25	Jun-24
S4	Parnell, Jerry	0.00	150.00		10.50	-160.50	0.00	Feb-24
S5	Cross, Jerry	-288.90	150.00	15.00	9.45		-144.45	Jan-24
S6	Land, Dustin	0.00	150.00		10.50	-802.50	-642.00	Feb-24
S7	Boyette, Wayne	70.05	175.00		12.25	-160.80	96.50	Aug-24 Aug-23: 1st rate increase
S8	Francis, Harvey	186.75	175.00		12.25		374.00	Aug-24 Aug-23: 1st rate increase * 1stmailed notice 11-1-23
T1	Giersberg, Chris	0.00	150.00		10.50	-160.50	0.00	Apr-24
T2	Cavin, Dale	-722.25	150.00	15.00	9.45		-577.80	Feb-24
T3	Neville Aviation	0.00	175.00	17.50	11.03	-2,022.30	-1,853.78	Oct-24 Nov-23 1st rate increase
T4	Jacques, Tommy	-499.95	150.00	15.00	9.45		-355.50	Jan-24
T5	Padgett, Daniel	0.00	175.00		12.25	-562.50	-375.25	Oct-24 Nov-23 1st rate increase
T6	Neville Aviation	-1,853.78	175.00	17.50	11.03		-1,685.25	Sep-24 Oct -23 1st rate increase
T7	Neville Aviation	-1,853.78	175.00	17.50	11.03		-1,685.25	Sep-24 Oct -23 1st rate increase
T8	Stairs, Richard	-3.00	150.00		10.50	-160.50	-3.00	Feb-24

FY 22/23

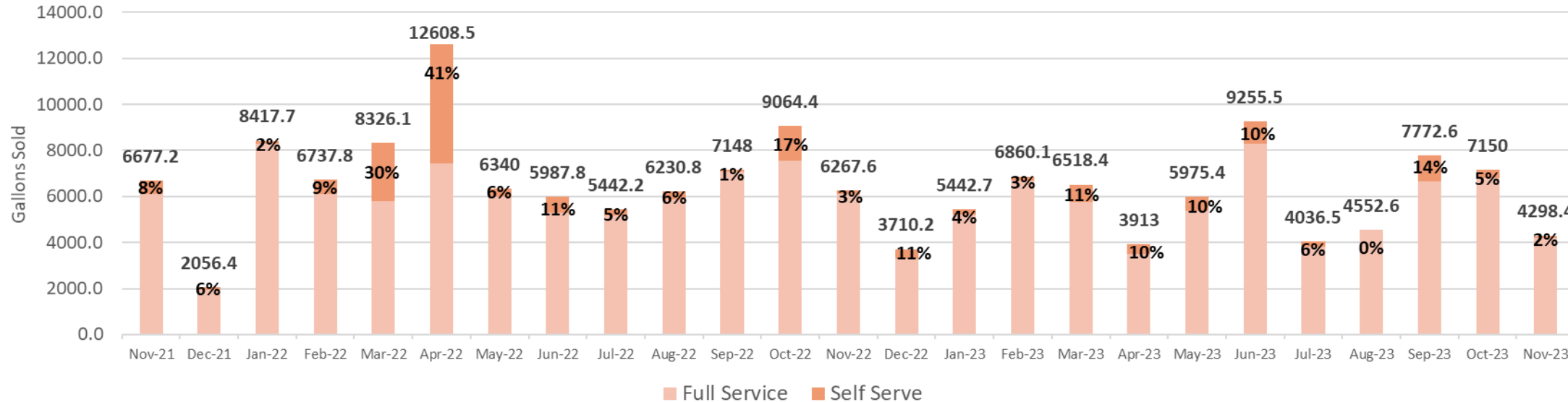
Building Leases May 2023

	Monthly Rent	Insurance Reimbursement	Prop Tax Reimburseme	Sales Tax	Payments	Totals
Air Methods (Mobile Home)	-	1,300.00	-	-	(1,300.00)	-
Air Prop Specialist	(0.00)	1,200.00	366.42	77.00	115.04	(1,758.46)
JCSO	(750.00)	125.00	-	-	-	(625.00)
Rolls Rite Trailers	-	2,000.00	-	325.37	162.78	(2,488.15)
Tidewater	0.00	2,803.75	535.00	114.00	241.69	(3,694.45)

AV GAS



JET A



City of Marianna
Airport
October 1, 2023 thru November 30, 2023 (2 Months)

	<u>Totals</u>
Revenue:	
Fuel Sales	\$ 78,307.43
Hangar Rentals	10,044.50
Call Out Fees	-
Misc.	60.00
Interest Earnings	1,936.90
Grants	-
Land Leases	-
Gilmore Lease/Reimb.	4,326.84
Gilmore Reimb.	1,380.50
Catalyst Reimb.	13,276.82
Tidewater Lease/Reimb.	5,607.50
Tidewater Reimb.	2,919.26
Rolls Rite Lease/Reimb.	4,000.00
Rolls Rite Reimb.	650.74
Airprop Lease/Reimb.	2,400.00
Airprop Reimb.	886.84
Air Methods Lease/Reimb.	5,175.00
Air Methods Reimb.	654.41
JCSO Lease	250.00
Neville-Lease	1,530.00
Neville-Reimb	249.16
Total Revenues	<u>133,655.90</u>
Expenses:	
Personal Services	10,178.21
Operating	238,075.39
Capital	-
Fly-In	124.75
Lease	3,800.00
Transfer	4,822.00
Grants	-
Hurriance Michael	-
Total Expense	<u>257,000.35</u>
Net Profit (Loss)	<u>\$ (123,344.45)</u>
Property/Auto Insurance NOTE 1	\$ 45,438.64
Property/Auto Insurance NOTE 2	\$ 44,149.00
Ad Valorem Tax NOTE 3	\$ 46,042.71
Ad Valorem Tax NOTE 4	\$ 4,998.00
Net Profit (Loss) Adjusted	<u>\$ 17,283.90</u>

NOTE 1: The airport paid for property insurance in Oct. 2023 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. 2003 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. 2023 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. 2023 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 11-30-23

Airport:

Operations	U	387,741.32
SBA	U	2,552.90
A/R Ad Valorem Tax	U	-
Due to/from	U	(5,648.46)
Payable-Gas	U	-
A/R Hangar /Leases Rentals	U	(27,444.34)
A/R Gas Charges	U	2,663.77
Unrestricted		359,865.19

Grants/Misc Owed to City: -

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

Grant Totals

 -

Total \$ 359,865.19



City of Marianna, FL

Monthly Budget Report

Account Summary

For Fiscal: 2023-2024 Period Ending: 11/30/2023

		November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 404 - Enterprise Fund										
Expense										
404-5050-542-3101	Other Professional Services	416.50	-	416.50	100.00%	833.00	1,194.00	-361	-43.34%	5,000.00
404-5050-542-3415	Credit Card Fees	624.75	461.91	162.84	26.06%	1,249.50	1,180.91	68.59	5.49%	7,500.00
404-5050-542-3425	Lab Testing	83.30	-	83.30	100.00%	166.60	211.91	-45.31	-27.20%	1,000.00
404-5050-542-4101	Telecommunications	624.75	756.95	(132.20)	-21.16%	1,249.50	756.95	492.55	39.42%	7,500.00
404-5050-542-4301	Electrical Power	2,998.80	2,960.35	38.45	1.28%	5,997.60	6,415.54	-417.94	-6.97%	36,000.00
404-5050-542-4501	Gen Liab/Prop Ins-City	4,414.90	-	4,414.90	100.00%	8,829.80	60,017.94	(51,188.14)	-579.72%	53,000.00
404-5050-542-4502	Gen Liab/Prop Ins-Lessee	4,131.68	-	4,131.68	100.00%	8,263.36	53,702.00	(45,438.64)	-549.88%	49,600.00
404-5050-542-4601	Vehicle & Equipment	833.00	997.67	(164.67)	-19.77%	1,666.00	2,129.60	(463.60)	-27.83%	10,000.00
404-5050-542-4602	Building & Facilities	1,249.50	175.00	1,074.50	85.99%	2,499.00	1,770.30	728.7	29.16%	15,000.00
404-5050-542-4801	Community Ad Participation	41.65	-	41.65	100.00%	83.30	-	83.3	100.00%	500.00
404-5050-542-4803	Special Activities	41.65	-	41.65	100.00%	83.30	-	83.3	100.00%	500.00
404-5050-542-4811	Fly-In	583.10	45.98	537.12	92.11%	1,166.20	124.75	1,041.45	89.30%	7,000.00
404-5050-542-4901	Licenses Renewal Fees	208.25	175.00	33.25	15.97%	416.50	175.00	241.5	57.98%	2,500.00
404-5050-542-4908	Ad Valorem Tax-City	499.80	6,301.97	(5,802.17)	-1160.90%	999.60	6,301.97	(5,302.37)	-530.45%	6,000.00
404-5050-542-4909	Ad Valorem Tax-Lessee	3,840.13	46,042.71	(42,202.58)	-1098.99%	7,680.26	46,042.71	(38,362.45)	-499.49%	46,100.00
404-5050-542-5101	General	83.30	113.72	(30.42)	-36.52%	166.60	163.22	3.38	2.03%	1,000.00
404-5050-542-5201	Equipment	124.95	-	124.95	100.00%	249.90	-	249.9	100.00%	1,500.00
404-5050-542-5202	Office Equipment	124.95	302.00	(177.05)	-141.70%	249.90	302.00	-52.1	-20.85%	1,500.00
404-5050-542-5205	Furniture & Equipment (<\$2000)	166.60	-	166.60	100.00%	333.20	-	333.2	100.00%	2,000.00
404-5050-542-5206	Janitorial	124.95	428.62	(303.67)	-243.03%	249.90	500.57	-250.67	-100.31%	1,500.00
404-5050-542-5207	Uniforms	41.65	80.71	(39.06)	-93.78%	83.30	80.71	2.59	3.11%	500.00
404-5050-542-5208	Small tools	83.30	-	83.30	100.00%	166.60	120.13	46.47	27.89%	1,000.00
404-5050-542-5209	Fuel Oil & Lubricants	416.50	761.81	(345.31)	-82.91%	833.00	761.81	71.19	8.55%	5,000.00
404-5050-542-5210	Hardware & Electrical	41.65	-	41.65	100.00%	83.30	-	83.3	100.00%	500.00
404-5050-542-5211	Chemicals & Paint	124.95	-	124.95	100.00%	249.90	-	249.9	100.00%	1,500.00
404-5050-542-5224	Fire Suppression Apparatus	166.60	-	166.60	100.00%	333.20	-	333.2	100.00%	2,000.00
404-5050-542-5236	Gas For Resale Purchases	31,237.50	726.42	30,511.08	97.67%	62,475.00	54,998.12	7,476.88	11.97%	375,000.00
404-5050-542-5402	Training	83.30	-	83.30	100.00%	166.60	1,250.00	(1,083.40)	-650.30%	1,000.00
404-5050-542-5404	Literature	83.30	-	83.30	100.00%	166.60	-	166.6	100.00%	1,000.00
404-5050-542-6355	Apron Rehab-FAA-Entitlement Funds	41,650.00	-	41,650.00	100.00%	83,300.00	-	83,300.00	100%	500,000.00
404-5050-542-6359	FDOT-Apron Rehab Update	5,414.50	-	5,414.50	100.00%	10,829.00	-	10,829.00	100%	65,000.00
404-5050-542-6365	FDOT-Hangar Development	166,600.00	-	166,600.00	100.00%	333,200.00	-	333,200.00	100%	2,000,000.00
404-5050-542-6374	Other Contingency	5,663.23	-	5,663.23	100.00%	11,326.46	-	11,326.46	100%	67,986.00
404-5050-542-6446	Fuel Master Upgrade	1,249.50	-	1,249.50	100.00%	2,499.00	-	2,499.00	100%	15,000.00
404-5050-542-6448	Truck Rental/Lease	1,899.24	1,900.00	(0.76)	-0.04%	3,798.48	3,800.00	(1.52)	-0.04%	22,800.00

**BYLAWS OF THE
AIRPORT COMMERCE PARK
ADVISORY BOARD
CITY OF MARIANNA**

ARTICLE I - NAME AND AUTHORIZATION

A. NAME

The name of the Committee shall be the *Airport Commerce Park Advisory Board* herein after referred to as the "Board".

B. AUTHORIZATION

The Board exists by the authority of the Marianna City Commission and may be modified or abolished by action of the City Commission.

ARTICLE II - PURPOSE AND FUNCTION

A. PURPOSE

This Committee shall serve in an advisory capacity to the Marianna City Commission on issues presented to the Board related to the economic impact of the Airport.

B. FUNCTION

The Committee shall:

1. Monitor the City of Marianna Strategic Plan objectives and advise the City Commission on matters related to the objectives.
2. Identify additional Strategic Plan objectives that may be considered by the City Commission.
3. Other reviews and advisements as requested by the City Commission.

ARTICLE III - MEMBERSHIP

A. MEMBERS

The *Board* shall be comprised of five (5) members. Members will be selected without regard to their race, creed, national origin, age, sex or disability.

B. ELIGIBILITY

1. All members of *the Board* shall work or reside within the Marianna Municipal Airport Market Service Area. None shall have a direct financial interest in or be employed by any entity that does business at Marianna Municipal Airport.
2. The membership will be comprised of individuals who have expertise in the fields of Business (Law, Real Estate, Marketing, Banking, Development, etc.), Chambers of Commerce, Tourist Development, Federal and State Government, General/Business Aviation, Air Cargo, Freight, Imports and Exports.

C. APPOINTMENTS

1. Initially, members will be appointed for two, three, and four-year terms. Following the expiration of the initial term, each appointment shall be for a full three-year term. Members shall not serve more than two full consecutive terms. For purposes of this provision, the initial terms of two, three or four years shall be considered full terms.

2. Five (5) members shall be appointed by the Mayor and City Commissioners

3. Vacancies shall be filled consistent with C.2.

D. VACANCIES.

A member's position shall become vacant when:

1. A member is absent from 33% of the regularly scheduled meetings in a given term year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. Special exceptions on the removal of members for absences may be made by the Committee chair when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the committee to maintain a quorum, or

2. a member no longer meets eligibility requirements, or

3. a member's term expires, or

4. a member resigns.

ARTICLE IV. ORGANIZATION

A. OFFICERS

1. The City Commission airport liaison shall serve in an Ex-Officio capacity and shall not be included in the membership of the Committee.

B. QUORUM

A majority of the Committee shall constitute a quorum to hold a meeting or take any action.

C. VOTING RIGHTS

Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Committee.

ARTICLE V. OFFICERS AND DUTIES

A. CHAIR

1. The Chair shall appoint chairs of all committees, including standing and special.

2. It is the Chair's responsibility to ensure compliance with the Bylaws. The Chair will notify members of removal from the committee for noncompliance. Specific questions of conflict of interest will be addressed by the City Attorney or designee.

3. The Staff Contact shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the City Treasurer-Clerk's designee to begin the appointment process.

4. The Chair may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the committee to maintain a quorum.

ARTICLE VI. COMMITTEE OPERATIONS

A. The Board shall have no authority other than as stipulated by the Bylaws and approved by the City Commission.

B. The Board will meet routinely based upon an adopted meeting schedule which will be provided to the City Treasurer-Clerk's designee. The meeting date may be changed by the Chair with notification in advance by e-mail to Committee members. Special meetings may be called by the Chair or by a majority of the Committee members.

C. All meetings will be open to the public. For advertising purposes, the Committee will provide to the Public Information Office a schedule of their meetings and will insure agendas and minutes are available to the public in accordance with the State Sunshine Laws. In addition, the minutes of each meeting shall be provided to the City Treasurer-Clerk's designee.

D. All meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE VII. STAFF SERVICES

A. The Cities Airport Department shall act as the liaison for the Committee with the City Commission and the appropriate appointed official. The Airport Department will provide staff services to the Committee. Staff services will include:

1. providing a schedule of meetings to the Public Information Office and Committee members, arranging meeting locations; maintaining summary minutes of the meetings; preparing and distributing appropriate information related to the meeting agenda

2. informing the Board of events, activities, policies, programs, etc. occurring within the scope of the Board's function and informing the Board of all City Commission or department requests for information or assistance.

3. ensuring the City Treasurer-Clerk's designee is informed of all vacancies, expired terms, changes in officers, or any other changes to the Board and that all requests for review of applications by the Board and any subsequent recommendations by the Board or staff are returned in a timely manner to the City Treasurer-Clerk's designee to facilitate the appointment process.

4. the responsibility for the continuous flow of information to the appropriate appointed officials including providing reports, actions, and recommendations of the Board and notification of noncompliance by the Board or chair with the Bylaws or statutes.

5. the responsibility for ensuring information provided by the Board for City Commission review is appropriately agendaed for the City Commission meetings.

B. A formal, standard orientation program will be provided by staff to all new members. The program will address, but not be limited to, the Bylaws, conflict of interest, the Florida Sunshine Law, ethics violations, and stress the legal obligations and responsibilities. Staff will insure responses are provided to any concerns the new members may have regarding the duties and responsibilities of the Committee and the members.

ARTICLE VIII. SUNSET PROVISION

The City Commission will review the activities and accomplishments of the Board every four years based on a formal review by the appropriate Department Director and/or City Manager to determine if the Board has completed its original objectives and to determine if the Board should continue its activities.

ARTICLE IX. BY-LAWS AND EFFECTIVE DATE

A. Any changes to the Bylaws will be reviewed and approved by the Committee and the City Commission and filed with the Airport Department and the City Treasurer-Clerk's designee. These Bylaws shall become effective upon adoption by the City Commission.