

CITY OF MARIANNA
AIRPORT COMMERCE PARK BOARD MEETING
March 16, 2022 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 (September 2021 And December 2021)

Documents:

[SEPTEMBER 15 2021 MINUTES.ASD.PDF](#)
[DECEMBER 16 2021 MINUTES.PDF](#)

4. Airport Financial Reports

4.A. Billing

Documents:

[HANGAR PAYMENTS THRU 2-28-2022.PDF](#)

4.B. Fuel Sales

Documents:

[MAI FUEL THRU 2-28-2022.PDF](#)

4.C. Financials

Documents:

[FINANCIALS THRU 2-28-2022.PDF](#)

5. Public Works Director

6. Other Business

6.A. Joint Education & Pilot Training With Chipola College

6.B. Richard Williams, Executive Director Of CareerSource Chipola And Opportunity Florida

7. Adjourn

**Upcoming Meetings:
March 16, 2022
June 15, 2022
September 21, 2022
December 14, 2022**

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. 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.

City of Marianna
Airport Commerce Park Board Regular Meeting
September 15, 2021
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 Jim Dean and Public Works Director Clay Wells. On behalf of AVCON, Inc, John Collins. On behalf of Jackson County Chamber of Commerce, Tiffany Garling and Zach Gilmore.

Organization of the Board was opened for discussion to nominate and elect a Chairman. Byron Ward made a nomination to elect James Hart as Chairman of the Board with a second from Mr. Lang. Mr. Lang made a motion to nominate Byron Ward as Vice-Chair with a second from Jim King. All in favor. No further questions or comments were discussed.

The minutes from the June 16, 2021 meeting were opened for discussion and there was no discussion in detail. Mr. Lang made a motion to approve the minutes with a second from Mr. Shores. All in favor. No further questions or comments were discussed.

The Airport Financial Reports were opened for discussion. Mr. Dean updated the Board on fuel sales, rentals and revenues and expenses. No further questions or comments were discussed.

Mr. Clay Wells updated the Board on the paving of approximately 1,000 ft of the north end Industrial Park Drive. No further questions or comments were discussed.

Under other business, the Fuel Farm and Access Road Project was opened for discussion. Mr. John Collins updated the Board on the progress of the project. This project is behind schedule. Issues with the credit card machine is the cause of the delay. No further questions or comments were discussed.

General Aviation Apron Rehabilitation Project was opened for discussion. Mr. Collins updated the Board on the progress of the project. No further questions or comments were discussed.

Jackson County Economic Development Committee- Tiffany Garling discussed with the Board a new website for the Airport; mariannaairport.com. This website was funded by the Enterprise Florida Marketing Grant. The purpose of this website is to not only highlight the terminal, hangars and facilities but also the whole Airport Commerce Park. No further questions or comments were discussed.

There being no further business the meeting was adjourned.

City of Marianna
Airport Commerce Park Board Regular Meeting
December 15, 2021
1:30 PM

The regular Airport Commerce Park Board Meeting was held on the above date and time. Present at the meeting was James Hart and Jim King. There were not enough members to have a quorum. On behalf of the City, City Manager Jim Dean, Public Works Director Clay Wells and Airport Manager Douglas Glass. On behalf of the Jackson County Chamber Tiffany Garling. On behalf of AVCON, John Collins.

The minutes from the September 15, 2021 meeting, airport financial reports and fuel sales will be reviewed at a later meeting. No further questions or comments were discussed.

Under other business, the operating schedule for the Airport was opened for discussion. Mr. Glass explained due to staffing and the self-serve fueling station operational the decision to close weekends would be in the best interest of the Airport. No further questions or comments were discussed.

Government fuel contract was opened for discussion. The Airport was awarded the Government fuel contract as well as several other contracts through World Fuel. The contracts through World Fuel promote the Airport and offer incentives to pilots. No further questions or comments were discussed.

Joint Education & Pilot Training with Chipola College was opened for discussion. Jackson County Chamber and Economic Development is working with Chipola College to create a flight training program for pilots. More to be discussed at the next meeting. No further questions or comments were discussed.

Mr. John Collins updated the Board on the Fuel Farm project and General Aviation Apron Rehabilitation projects. No further questions or comments were discussed.

There being no further business the meeting was adjourned.

Marianna Industrial Park/Airport Rentals February 2022

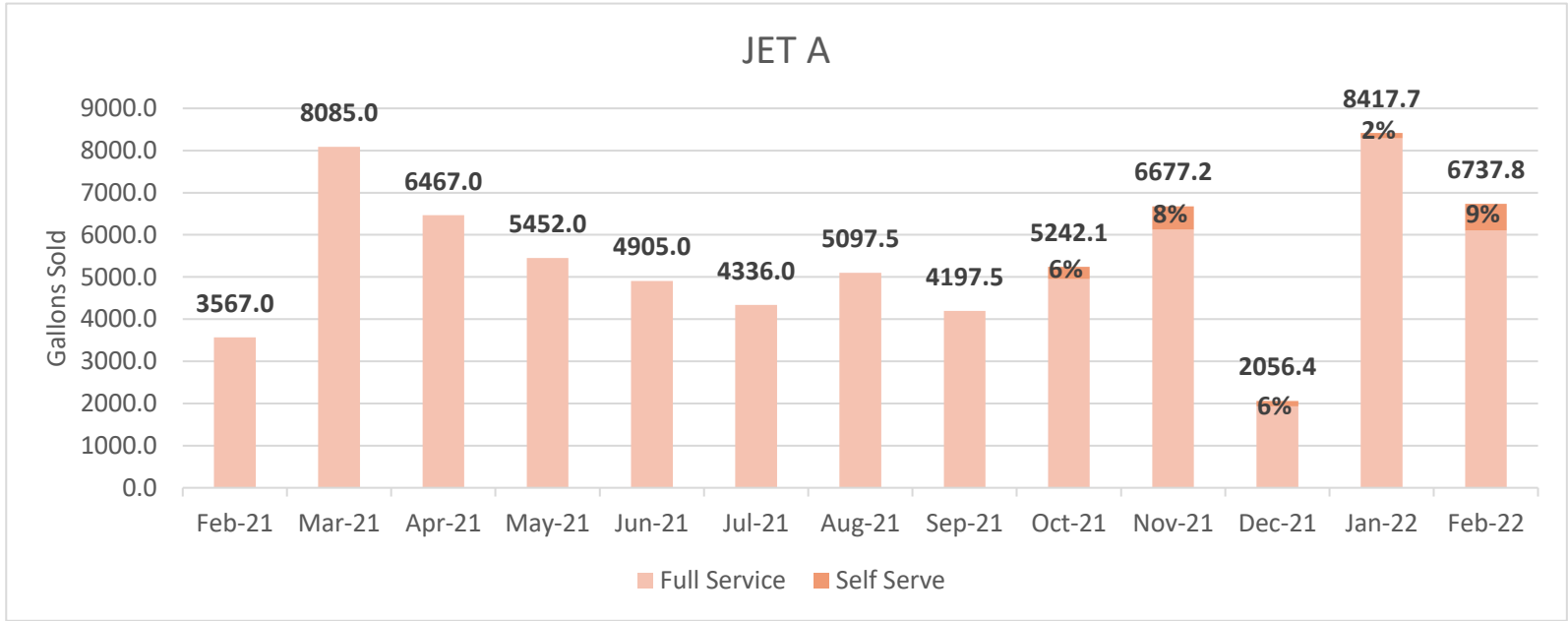
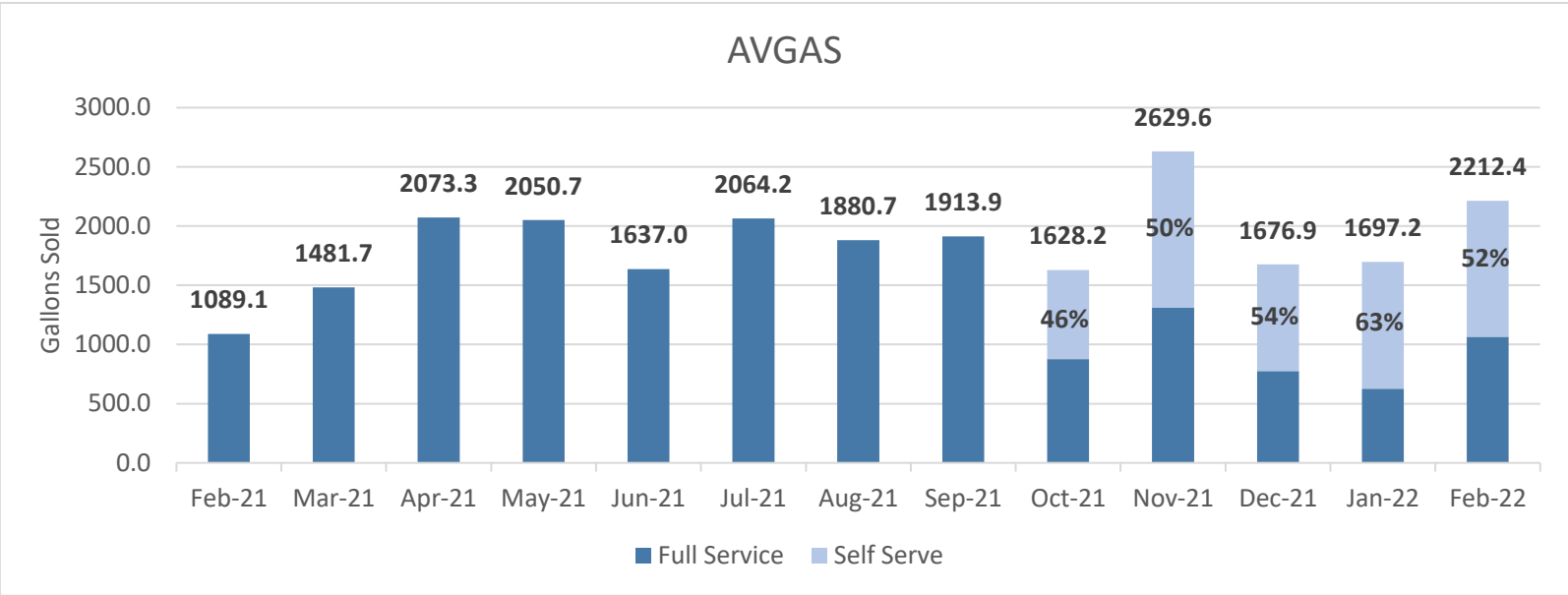
Hangar	Size	Type	Rent/Util	10% Discount	7.0% Taxes	Total Mthly	Tenant	Prev. Bal	Payment	End. Bal
A	72 x 43	Block	\$150.00		\$10.50	\$160.50	McDaniel, John	\$0.00	\$160.50	\$0.00
B1	50 x 40	Block	\$135.00		\$9.45	\$144.45	Jackson Co. Aviation	-\$1,588.98		-\$1,444.53
B2	50 x 40	Block	\$150.00		\$10.50	\$160.50	Cloud, Jeff	\$0.00		\$160.50
C1	50 x 40	Block	\$150.00		\$10.50	\$160.50	CITY			
C2	50 x 40	Block	\$150.00		\$10.50	\$160.50	CITY			
D1	80'x80'	Corp/Metal	\$2,500.00		EXEMPT	\$2,500.00	Air Methods	\$0.00	\$2,500.00	\$0.00
D2	60'x60'	Corp/Metal	\$850.00	\$85.00	\$53.55	\$818.55	Neville Aviation	-\$9,004.05		-\$8,185.50
E1	40 X 39.5	Shade	\$60.00		\$4.20	\$64.20	Buttery, Craig	\$0.00		\$64.20
E2	40 X 39.5	Shade	\$60.00		\$4.20	\$64.20	Adams, Bruce		\$65.00	-\$0.80
E3	40 X 39.5	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Granberry, Philip	-\$231.12		-\$173.34
E4	40 X 39.5	Shade	\$60.00		\$4.20	\$64.20	Dodson, George	-\$68.20		-\$4.00
E5	40 X 39.5	Shade	\$60.00		\$4.20	\$64.20	Smith, Jacob	-\$64.20		\$0.00
F1	40 x 48	Shade	\$60.00		\$4.20	\$64.20	Cam, Richard	\$0.00		\$64.20
F2	40 x 48	Shade	\$60.00		\$4.20	\$64.20	NW Flyers	\$0.00		\$64.20
F3	40 x 48	Shade	\$60.00		\$4.20	\$64.20	NW Flyers	\$0.00		\$64.20
F4	40 x 48	Shade	\$60.00		\$4.20	\$64.20	Campbell, Mark	\$0.00	\$130.00	-\$65.80
F5	40 x 48	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Moorhead, Donald	\$57.78		\$115.56
G1	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	Womack, Jimmy	-\$4.00	\$65.00	-\$4.80
G2	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	VACANT	VACANT	VACANT	VACANT
G3	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	Kennedy, Gilles	\$64.20	\$150.00	-\$21.60
G4	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	Whitehead, Lonnie	-\$0.60	\$64.20	-\$0.60
G5	50' X 31'	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Gainey, John	-\$346.68		-\$288.90

Hangar	Size	Type	Rent/Util	10% Discount	Taxes	Total Mthly	Tenant	Prev. Bal		End. Bal
H1	50'x 31'	Shade	\$60.00		\$4.20	\$64.20	Sorenson, Edd	\$63.60		\$127.80
H2	50'x 31'	Shade	\$60.00		\$4.20	\$64.20	Leading Edge Invest.	\$0.00		\$64.20
H3	50'x 31'	Shade	\$60.00		\$4.20	\$64.20				
H4	50'x 31'	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Neville, Trey	-\$520.02		-\$462.24
H5	50'x 31'	Shade	\$60.00		\$4.20	\$64.20	Dickens, Leslie	\$0.00		\$64.20
R1	44' X 34'	T - Hanger	\$200.00	\$20.00	\$12.60	\$192.60	Martin, Ron	-\$577.70		-\$385.10
R2	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	VACANT	VACANT	VACANT	VACANT
R3	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	Ringenberg, Mike	\$0.00	\$428.00	-\$214.00
R4	44' X 34'	T - Hanger	\$200.00	\$20.00	\$12.60	\$192.60	Hansen, Joe	-\$193.32	\$2,311.20	-\$2,311.92
R5	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	Young, Bradford	\$214.00	\$856.00	-\$428.00
R6	44' X 34'	T - Hanger	\$200.00	\$20.00	\$12.60	\$192.60	Shearer, Micheal	-\$1,983.78		-\$1,791.18
R7	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	Griffin, John	-\$18.40	\$214.80	-\$19.20
R8	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	Griffin, John	\$0.00	\$214.00	\$0.00
S1	41.5' X 34	T - Hanger	\$150.00		\$10.50	\$160.50	West, David	-\$4.72	\$160.50	-\$4.72
S2	41.5' X 34	T - Hanger	\$150.00		\$10.50	\$160.50	Chambless, Mardre	-\$13.50	\$160.50	-\$13.50
S3	41.5' X 34	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Thomas, Joe	-\$434.79		-\$290.34
S4	41.5' X 34	T - Hanger	\$150.00		\$10.50	\$160.50	Parnell, Jerry	-\$0.72		\$159.78
S5	41.5' X 34	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Cross, Jerry	-\$1,300.05		-\$1,155.60
S6	41.5' X 34	T - Hanger	\$150.00		\$10.50	\$160.50	Land, Dustin	\$160.50	\$642.00	-\$321.00
S7	41.5' X 34	T - Hanger	\$150.00		\$10.50	\$160.50	Boyette, Wayne	-\$3.90	\$160.80	-\$4.20
S8	41.5' X 34	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Foy, William	-\$99.54	\$44.91	\$0.00

Hangar	Size	Type	Rent/Util	10% Discount	Taxes	Total Mthly	Tenant	Prev. Bal		End. Bal
T1	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Giersberg, C.	-\$321.00		-\$160.50
T2	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Cavin, Dale	-\$321.00		-\$160.50
T3	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Cavin, Dale	-\$321.00		-\$160.50
T4	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Jacques, Tommy		\$1,733.40	-\$1,588.95
T5	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Padgett, Daniel	\$160.50	\$802.50	-\$481.50
T6	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Cloud, James	-\$160.50		\$0.00
T7	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Parish, Walker	\$284.50	\$284.50	\$160.50
T8	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Stairs, Richard	-\$3.00	\$160.50	-\$3.00
BLDG Lease										
Ind. Pk Dr.	9600 sf	Block Bldg	\$1,200.00		\$84.00	\$1,284.00	Air Prop Specialist	-\$2,568.00		-\$1,284.00
Pvt Hanger	70'x70'	Land	\$125.00			\$125.00	JCSO	-\$375.00		-\$250.00
Ind. Pk Dr.	20,000 sf	Block Bldg	\$700.93		\$49.07	\$750.00				
Terminal-Office Space		Building	\$420.56		\$29.44	\$450.00				
Terminal-Utilities										
Terminal-Shop		Building								
Ind. Pk Dr.	20500 sf	Block Bldg	\$2,000.00		\$140.00	\$2,140.00	Rolls Rite Trailers	\$2,140.00	\$4,280.00	\$0.00

****New Tenants:

****Terminate:



**City of Marianna
 Airport
 October 1, 2021 thru February 28, 2022 (5 Months)**

	<u>Totals</u>
Revenue:	
Fuel Sales	\$ 153,814.29
Call Out Fees	\$ 600.00
Rentals/Leases	59,310.00
Misc.	117.57
Interest Earnings	3,022.00
Grants	39,581.13
Land Leases	-
Lease-Gilmore Services	11,373.00
Catalyst Reimb.	23,860.52
Hurricane Michael FEMA	-
Hurricane Michael Insurance	-
Total Revenues	<u>291,678.51</u>

Expenses:	
Personal Services	19,157.87
Operating	258,971.09
Capital	-
Fly-In	2,894.73
Debt	-
Transfer	11,362.50
Grants	39,581.13
Hurricane Michael	-
Total Expense	<u>331,967.32</u>

Net Profit (Loss) **\$ (40,288.81)**

Property/Auto Insurance NOTE 1 **\$ 52,479.00**

Ad Valorem Tax NOTE 2 **\$ 3,790.15**

Net Profit (Loss) Adjusted **\$ 15,980.34**

NOTE 1: The airport paid for property and auto insurance in Oct. 2021 and this is budgeted for the entire year so this will balance out by fiscal year end.

NOTE 2: Ad valorem tax was paid on October 2021 and this is budgeted for the entire year so this will balance out by end of fiscal year.

City of Marianna
Restricted/Unrestricted Cash
As of 2-28-22

Airport:

Operations	U	528,304.30
SBA	U	2,402.48
A/R Ad Valorem Tax	U	33,233.94
Due to/from	U	(433,291.52)
A/R Gas Charges	U	
A/R Fema Lease	U	-
Unrestricted		<u>130,649.20</u>

Grants/Misc Owed to City:

Recertify Airport	U	57,979.00
FAA ARGP		1,477.83
		-
Grant Totals		<u>59,456.83</u>
Total		<u>\$ 190,106.03</u>