

**CITY OF MARIANNA**  
**AIRPORT COMMERCE PARK BOARD MEETING**  
**March 18, 2020**  
**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 - Larry Lang  
Board Member - Ken Miller

**3. Review & Approval Of Minutes**

3.A. December Minutes

Documents:

[DEC 11 2019 MINUTES.ASD.PDF](#)

**4. Airport Financial Reports**

4.A. FBO - City Monthly Statements

Documents:

[KMAI REPORTS THROUGH FEB 2020.PDF](#)

4.B. Billing

Documents:

[BILLING FEB 29-2020.PDF](#)

4.C. Financials Through February 29, 2020

Documents:

[AIRPORT FINANCIALS - FEB 29-2020.PDF](#)

**5. Other Business**

**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  
December 11, 2019  
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, Ken Miller and Larry Lang. On behalf of the City, the City Manager Jim Dean and Public Works Director Joe Richey. On behalf of SkyWarrior, George Sigler and Loretta Lipford. On behalf of AVCON, John Collins.

The minutes from the September 18, 2019 meeting were opened for discussion and there was no discussion in detail. Mr. Miller 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 statements were opened for discussion. The Airport Financial Reports were opened for discussion. Mr. Lang made a motion to approve the airport financial statements, FBO monthly reports and airport billing reports with a second from Mr. Miller. No further questions or comments were discussed.

Under other business, Fuel Farm Construction Project was opened for discussion. Mr. John Collins updated the Board on the progress of the fuel farm progress. No further questions or comments were discussed.

Runway 18/36 Extension Project was opened for discussion. Mr. John Collins with AVCON, Inc. updated the Board on the progress of the extension. No further questions or comments were discussed.

Southern Borders Aviation – Mr. Will “Skip” Borders spoke with the board about Southern Borders Aviation.

There being no further business the meeting was adjourned.

## KMAI December Monthly Report

Item	DEC 2019	DEC 2018	Prior Year
Gallons of 100LLSold	1312.4	2497.4	69,046
Gallons of JetA sold	5188	8929	194,904
Flight lessons sold	\$ -	N/A	N/A
Maintenance Sold	\$ -	N/A	N/A
Vending Sold	\$ 20.00	10	10
Charts & Maps	\$ -	N/A	N/A
Ramp Fees	\$ -	N/A	N/A
Sales Total	\$ 20.00		
City %	2.5%		
City Payment	\$ 0.50		

Gal 100LL Purchased	-	N/A	8482
Gal Jet A Purchased	7,816.0	N/A	7748

## KMAI January 2020 Monthly Report

Item	Jan 2020	Jan 2019	Year To Date
Gallons of 100LLSold	2111	2691	2111
Gallons of JetA sold	7527	14611	7527
Flight lessons sold	\$ -	N/A	\$ -
Maintenance Sold	\$ -	N/A	\$ -
Vending Sold	\$ 23.75	10	\$ 23.75
Charts & Maps	\$ -	N/A	
Ramp Fees	\$ -	N/A	\$ -
Sales Total	\$ 23.75		
City %	2.5%		
City Payment	\$ 0.59		

Gal 100LL Purchased	4,569.0	N/A	4,569.0
Gal Jet A Purchased	-	N/A	-

## KMAI February 2020 Monthly Report

Item	Feb 2020	Feb 2019	Year To Date
Gallons of 100LLSold	2,226.70	2,520.10	4,337.70
Gallons of JetA sold	3,878	9,423	11,405
Flight lessons sold	\$ -	N/A	\$ -
Maintenance Sold	\$ -	N/A	\$ -
Vending Sold	\$ 44.75	N/A	\$ 68.50
Charts & Maps	\$ -	N/A	
Ramp Fees	\$ 250.00	N/A	\$ 250.00
Sales Total	\$ 294.75		
City %	2.5%		
City Payment	\$ 7.37		

Gal 100LL Purchased	-	N/A	4,569.0
Gal Jet A Purchased	7,766.0	N/A	7,766.0

**Marianna Industrial Park/Airport Rentals February 2020**

Hangar	Size	Type	Rent/Util	10% Discount	7.0% Taxes	Total Mthly	Tenant	Prev. Bal	Payment	End. Bal
<b>A</b>	72 x 43	Block	\$150.00		\$10.50	\$160.50	McDaniel, John	\$0.00	\$160.50	\$0.00
<b>B1</b>	50 x 40	Block	\$173.33		\$12.13	\$185.46	HONKERS			
<b>B2</b>	50 x 40	Block	\$150.00		\$10.50	\$160.50	Cloud, Jeff	\$160.35	\$320.85	\$0.00
<b>C1</b>	50 x 40	Block	\$150.00		\$10.50	\$160.50	CITY			
<b>C2</b>	50 x 40	Block	\$150.00		\$10.50	\$160.50	CITY			
<b>D1</b>	80'x80'	Corp/Metal	\$2,700.00		EXEMPT	\$2,700.00	Air Methods	\$0.00	\$2,700.00	\$0.00
<b>D2</b>	60'x60'	Corp/Metal	\$700.00		\$49.00	\$749.00	SkyWarrior			
<b>E1</b>	40 X 39.5	Shade	\$60.00		\$4.20	\$64.20	Dogwood Management	-\$64.20	\$128.40	-\$128.40
<b>E2</b>	40 X 39.5	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Jackson Co. Aviation	-\$635.58		-\$577.80
<b>E3</b>	40 X 39.5	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Granberry, Philip	-\$231.67		-\$173.89
<b>E4</b>	40 X 39.5	Shade	\$60.00		\$4.20	\$64.20	Dodson, George	-\$2.16	\$65.00	-\$2.96
<b>E5</b>	40 X 39.5	Shade	\$60.00		\$4.20	\$64.20	VACANT			
<b>F1</b>	40 x 48	Shade	\$60.00		\$4.20	\$64.20	VACANT			
<b>F2</b>	40 x 48	Shade	\$60.00		\$4.20	\$64.20	NW Flyers	-\$192.72		-\$128.52
<b>F3</b>	40 x 48	Shade	\$60.00		\$4.20	\$64.20	NW Flyers	-\$192.72		-\$128.52
<b>F4</b>	40 x 48	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Jackson Co. Aviation	-\$635.58		-\$577.80
<b>F5</b>	40 x 48	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Moorhead, Donald	-\$577.80		-\$520.02
<b>G1</b>	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	Womack, Jimmy	-\$4.88	\$65.00	-\$5.68
<b>G2</b>	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	VACANT			
<b>G3</b>	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	VACANT			
<b>G4</b>	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	VACANT			
<b>G5</b>	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	Buche, Stephen	\$0.00	\$64.20	\$0.00

Ref 5%

\$150.00

\$150.00

\$1,400.00

\$60.00

\$60.00

\$60.00

\$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		\$4.20	\$64.20	Sorenson, Edd	\$125.64		\$189.84
H2	50'x 31'	Shade	\$60.00		\$4.20	\$64.20	Sorenson, Edd	\$128.52		\$192.72
H3	50'x 31'	Shade	\$60.00		\$4.20	\$64.20	Cam, Richard	-\$64.20		\$0.00
H4	50'x 31'	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Neville, Trey	-\$463.23		-\$405.45
H5	50'x 31'	Shade	\$60.00		\$4.20	\$64.20	VACANT			
R1	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	VACANT			
R2	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	Garrett, Bill	\$0.00	\$214.00	\$0.00
R3	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	Peterson, Hermes	-\$215.40	\$214.00	-\$215.40
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		\$0.00
R6	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	AMH Aviation	-\$645.00		-\$431.00
R7	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	Griffin, John	-\$0.40	\$214.00	-\$0.40
R8	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	Griffin, John	-\$0.40	\$214.00	-\$0.40
S1	41.5' X 34	T - Hanger	\$175.00		\$12.25	\$187.25	West, David	\$0.00		\$187.25
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	-\$434.41		-\$289.96
S4	41.5' X 34	T - Hanger	\$150.00		\$10.50	\$160.50	Parnell, Jerry	-\$160.50		\$0.00
S5	41.5' X 34	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Cross, Jerry	-\$1,161.75		-\$1,017.30
S6	41.5' X 34	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Hanson, Anthony	-\$0.27	\$321.00	-\$176.82
S7	41.5' X 34	T - Hanger	\$150.00		\$10.50	\$160.50	Boyette, Wayne	-\$101.33	\$160.80	-\$101.63
S8	41.5' X 34	T - Hanger	\$150.00		\$10.50	\$160.50	Foy, William	\$0.00	\$160.50	\$0.00

\$60.00

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\$175.00

\$150.00

\$150.00

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\$150.00

\$150.00

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.	\$0.00	\$160.50	\$0.00	\$150.00
T2	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Cavin, Dale	-\$321.00		-\$160.50	\$150.00
T3	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Cavin, Dale	-\$321.00		-\$160.50	\$150.00
T4	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Stairs, Richard	-\$0.30	\$321.60	-\$161.40	\$150.00
T5	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Padgett, Daniel	\$160.50	\$963.00	-\$642.00	\$150.00
T6	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Neville, William (Trey)	-\$579.15		-\$434.70	\$150.00
T7	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Shores, Leonard	\$0.00	\$160.50	\$0.00	\$150.00
T8	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Miller, Kenneth	\$0.00	\$160.50	\$0.00	\$150.00
<b>BLDG Lease</b>											
Ind. Pk Dr.	9600 sf	Block Bldg	\$1,200.00		\$84.00	\$1,284.00	Air Prop Specialist	\$0.00	\$1,284.00	\$0.00	***
Pvt Hanger	70'x70'	Land	\$125.00			\$125.00	JCSO	-\$375.00		-\$250.00	***
Ind. Pk Dr.	20,000 sf	Block Bldg	\$1,325.53		\$92.79	\$1,418.32	Safari Helicopter	\$2,833.30		\$4,251.62	***
Terminal		Building	\$600.00		\$42.00	\$642.00	SkyWarrior	-\$2.70	\$643.20	-\$3.90	*
Terminal-2nd Floor		Building									
Terminal-Utilities							SkyWarrior Utilites		\$202.16		
Terminal-Shop		Building									
Ind. Pk Dr.	20500 sf	Block Bldg	\$2,000.00		\$140.00	\$2,140.00	Rolls Rite Trailers	-\$4.00	\$2,144.00	-\$8.00	***

\*SkyWarrior rental

\*\*\*Denotes Building/Land Rent

\$318.25

**NOTES:**

Statements mailed to lessees with past due balances

\*\*\*\*New Tenants:

\*\*\*\*Terminate:

**City of Marianna  
 Airport  
 October 1, 2019 thru January 31, 2020 ( 4 Months)**

	<u>Totals</u>
<b>Revenue:</b>	
Fuel Sales	\$ 2,854.56
Rentals/Leases	53,954.61
Misc.	83.80
Interest Earnings	25.65
Grants	805,493.75
Land Leases	63,543.51
Timber Sales	-
Fly In	-
Hurricane Michael FEMA	-
Hurricane Michael Insurance	1,606,965.30
Total Revenues	<u>2,532,921.18</u>
<b>Expenses:</b>	
Personal Services	-
Operating	(16,510.72)
Capital	-
Fly-In	-
Debt	-
Transfer	(9,090.00)
Grants	(805,493.75)
Hurricane Michael	(415,708.90)
Total Expense	<u>(1,246,803.37)</u>
Net Profit (Loss)	<u>\$ 1,286,117.81</u>
Property/Auto Insurance NOTE 1	\$ 20,400.99
Ad Valorem Tax NOTE 2	\$ 3,620.11
Difference in Hurricane Michael Rev/Exp	\$ (1,191,256.40)
Net Profit (Loss) Adjusted	<u>\$ 118,882.51</u>

NOTE 1: The airport paid for property and auto insurance in Oct. 2019 and this is budgeted for the entire year so this will balance out by fiscal year end.

NOTE 2: The City paid for the ad valorem tax in November 2019 and this is a budgeted item for entire yearso this will balance out by fiscal year end.

NOTE 3: The City has received \$63,543.51 from land rent as of 1-31-20 from Hurricane Michael activites. (Renting Land FEMA and other companies).

City of Marianna  
Restricted/Unrestricted Cash  
As of 1-31-2020

**Airport:**

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Operations	U	385,218.05
SBA	U	2,384.51
A/R Ad Valorem Tax	U	35,333.31
Due to/from -Hurricane Michael-Ins	U	260,289.90
Due to Utility Fund	U	(40,000.00)
Due To/From (Util Fund)	U	(757,000.00)
Hang B-Ins		(43,247.00)
Hang E-Ins		(38,922.00)
<b>Unrestricted</b>		<b><u>(195,943.23)</u></b>

**Overage from Ins/FEMA Proceeds vs Exp** (60,720.00)

**Grants/Misc Owed to City:**

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**Misc** 593,099.00

**Grants/Misc** 593,099.00