

**CITY OF MARIANNA**  
**AIRPORT COMMERCE PARK BOARD MEETING**  
**June 12, 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 - Larry Lang  
Board Member - Ken Miller

**3. Review & Approval Of Minutes**

3.A. March 13, 2019 Minutes

Documents:

[MARCH 13 2019 MINUTES.PDF](#)

**4. Airport Financial Reports**

4.A. FBO - City Monthly Statements

Documents:

[KMAI REPORT.PDF](#)

4.B. Billing Through May 31, 2019

Documents:

[HANGAR PAYMENTS THRU 5-31-19.PDF](#)

4.C. Financials Through May 31, 2019

Documents:

[AIRPORT-FINANCIALS MAY 19.PDF](#)  
[REST-UNREST CASH 5-31-19.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  
March 13, 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: Harold Donaldson, 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, Loretta Lipford. On behalf of AVCON, John Collins.

The minutes from the January 15, 2019 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. Miller. All in favor. No further questions or comments were discussed.

The FBO monthly reports were opened for discussion. Mr. Dean updated the Board on the fuel sales. Ms. Lipford explained the decrease to the Jet A sales was due to weather conditions. No further questions or comments were discussed.

The airport billing reports through February 28, 2019 was opened for discussion. Mr. Dean updated the board on the hangar payments and occupancy rate of the T-hangars and shade hangars. 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. Mr. Hart made a motion to approve the airport financial statements, FBO monthly reports and airport billing reports with a second from Mr. Lang. No further questions or comments were discussed.

Under other business, Item 5A, FBO lease was opened for discussion. Mr. Dean explained the current 5-year lease agreement with SkyWarrior Flight Support will expire soon. Mr. Richey presented to the Board the significant changes made to the lease. Mr. Miller made a motion to recommend to the City Commission to approve the renewal of SkyWarrior Flight Support 1-year lease agreement with a second from Mr. Lang. All in favor. No further questions or comments were discussed.

Under other business, Item 5B, fuel farm construction update was opened for discussion. Mr. John Collins with AVCON updated the Board on the progress of the fuel farm project. He explained there will be 2 new tanks installed and self-serve service for both Jet-A and Avgas. Mr. Collins shared that Marianna was selected to receive funding from FDOT to install a backup natural gas generator to the fuel farm. No further questions or comments were discussed.

Under other business, Item 5C, Air Methods new facilities was opened for discussion. Mr. Richey updated the Board on the new Air Methods facility. No further questions or comments were discussed.

Mr. Hart requested an update on the runway extension. Mr. Dean updated the Board and explained the design-build construction management project has been awarded. No further questions or comments were discussed.

There being no further business the meeting was adjourned.

## KMAI March Monthly Report

Item	MAR 2019	MAR 2018	Year To Date
Gallons of 100LLSold	3404	7252.4	8675.5
Gallons of JetA sold	22221	20882	46039
Flight lessons sold	\$ -	\$ -	\$ -
Maintenance Sold	\$ -	\$ -	\$ -
Vending Sold	\$ -	\$ 51.30	\$ 40.00
Charts & Oil	\$ -	\$ 15.52	\$ -
Ramp Fees	\$ -	\$ -	\$ -
Sales Total	\$ -	\$ 66.82	\$ 40.00
City %	2.5%	2.5%	2.5%
City Payment	\$ -	\$ 1.67	\$ 1.01
Gal 100LL Purchased	7,983	-	7,983
Gal Jet A Purchased	15,529	23,248	46,705

## KMAI April Monthly Report

Item	APR 2019	APR 2018	Year To Date
Gallons of 100LLSold	6788.1	6788.1	15463.6
Gallons of JetA sold	12486	16221	58525
Flight lessons sold	\$ -	\$ -	\$ -
Maintenance Sold	\$ -	\$ -	\$ -
Vending Sold	\$ 25.00	\$ 71.75	\$ 65.00
Charts & Oil	\$ -	\$ 20.00	\$ -
Ramp Fees	\$ -	\$ -	\$ -
Sales Total	\$ 25.00	\$ 91.75	\$ 65.00
City %	2.5%	2.5%	2.5%
City Payment	\$ 0.63	\$ 2.29	\$ 1.64
Gal 100LL Purchased	-	7948	7,983.0
Gal Jet A Purchased	7,748.0	15506	54,453.0

## KMAI May Monthly Report

Item	MAY 2019	MAY 2018	Year To Date
Gallons of 100LL Sold	3783.7	7351.2	19247.3
Gallons of JetA Sold	10179	11,635	68704
Flight lessons Sold	\$ -	\$ -	\$ -
Maintenance Sold	\$ -	\$ -	\$ -
Vending Sold	\$ 25.00	\$ 73.35	\$ 90.00
Charts & Oil	\$ -	\$ 58.69	\$ -
Ramp Fees	\$ -	\$ 5.00	\$ -
Sales Total	\$ 25.00	\$ 137.04	\$ 90.00
City %	2.5%	2.5%	2.5%
City Payment	\$ 0.63	\$ 3.43	\$ 2.27
Gal 100LL Purchased	7,817.0	15409	15,800.0
Gal Jet A Purchased	15,402.0	11635	69,855.0

**Marianna Industrial Park/Airport Rentals May 2019**

Hangar	Size	Type	Rent/Util	10% Discount	7.2% Taxes	Total Mthly	Tenant	Prev. Bal	Payment	End. Bal
<b>A</b>	72 x 43	Block	\$150.00		\$10.80	\$160.80	McDaniel, John	\$0.00	\$160.80	\$0.00
<b>B1</b>	50 x 40	Block	\$173.33		\$12.48	\$185.81	Honkers, Inc.	\$0.00		\$185.81
<b>B2</b>	50 x 40	Block	\$150.00		\$10.80	\$160.80	Cloud, Jeff	\$0.00	\$160.80	\$0.00
<b>C1</b>	50 x 40	Block	\$150.00		\$10.80	\$160.80	CITY			
<b>C2</b>	50 x 40	Block	\$150.00		\$10.80	\$160.80	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		\$50.40	\$750.40	SkyWarrior	-\$8.40	\$752.50	-\$10.50
<b>E1</b>	40 X 39.5	Shade	\$60.00		\$4.32	\$64.32	VACANT			
<b>E2</b>	40 X 39.5	Shade	\$60.00	\$6.00	\$3.89	\$57.89	Jackson Co. Aviation	-\$463.10		-\$405.21
<b>E3</b>	40 X 39.5	Shade	\$60.00		\$4.32	\$64.32	Granberry, Philip	-\$63.19		\$1.13
<b>E4</b>	40 X 39.5	Shade	\$60.00		\$4.32	\$64.32	Dodson, George	\$0.00	\$200.00	-\$135.68
<b>E5</b>	40 X 39.5	Shade	\$60.00		\$4.32	\$64.32	VACANT			
<b>F1</b>	40 x 48	Shade	\$60.00		\$4.32	\$64.32	VACANT			
<b>F2</b>	40 x 48	Shade	\$60.00		\$4.32	\$64.32	NW Flyers	-\$192.96		-\$128.64
<b>F3</b>	40 x 48	Shade	\$60.00		\$4.32	\$64.32	NW Flyers	-\$192.96		-\$128.64
<b>F4</b>	40 x 48	Shade	\$60.00	\$6.00	\$3.89	\$57.89	Jackson Co. Aviation	-\$463.09		-\$405.20
<b>F5</b>	40 x 48	Shade	\$60.00	\$6.00	\$3.89	\$57.89	Moorhead, Donald	-\$463.09		-\$405.20
<b>G1</b>	50' X 31'	Shade	\$60.00		\$4.32	\$64.32	VACANT			
<b>G2</b>	50' X 31'	Shade	\$60.00		\$4.32	\$64.32	VACANT			
<b>G3</b>	50' X 31'	Shade	\$60.00		\$4.32	\$64.32	VACANT			
<b>G4</b>	50' X 31'	Shade	\$60.00		\$4.32	\$64.32	VACANT			
<b>G5</b>	50' X 31'	Shade	\$60.00		\$4.32	\$64.32	VACANT			

Ref 5%

\$150.00

\$173.33

\$150.00

\$1,400.00

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\$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		\$4.32	\$64.32	Sorenson, Edd	\$128.64	\$257.28	-\$64.32	\$60.00
H2	50'x 31'	Shade	\$60.00		\$4.32	\$64.32	Sorenson, Edd	\$128.64	\$257.28	-\$64.32	\$60.00
H3	50'x 31'	Shade	\$60.00		\$4.32	\$64.32	Cam, Richard	\$192.96		\$257.28	\$60.00
H4	50'x 31'	Shade	\$60.00		\$4.32	\$64.32	VACANT				
H5	50'x 31'	Shade	\$60.00		\$4.32	\$64.32	Womack, Jimmy	\$0.00	\$64.32	\$0.00	\$60.00
R1	44' X 34'	T - Hanger	\$175.00	\$17.50	\$11.34	\$168.84	Howard, James	-\$1,519.56		-\$1,350.72	\$175.00
R2	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	Garrett, Bill	\$0.00	\$214.40	\$0.00	\$200.00
R3	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	Peterson, Hermes	-\$1.20	\$429.00	-\$215.80	\$200.00
R4	44' X 34'	T - Hanger	\$200.00	\$20.00	\$12.96	\$192.96	Hansen, Joe	-\$1,929.60		-\$1,736.64	\$200.00
R5	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	Young, Bradford	\$214.40	\$643.20	-\$214.40	\$200.00
R6	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	AMH Aviation	-\$215.40		-\$1.00	\$200.00
R7	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	Griffin, John	\$214.40	\$645.00	-\$216.20	\$200.00
R8	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	Griffin, John	\$214.40	\$645.00	-\$216.20	\$200.00
S1	41.5' X 34	T - Hanger	\$175.00		\$12.60	\$187.60	West, David	-\$18.04	\$187.76	-\$18.20	\$175.00
S2	41.5' X 34	T - Hanger	\$150.00		\$10.80	\$160.80	Chambless, Mardre	-\$9.90	\$161.25	-\$10.35	\$150.00
S3	41.5' X 34	T - Hanger	\$150.00		\$10.80	\$160.80	Thomas, Joe	-\$0.60		\$160.20	\$150.00
S4	41.5' X 34	T - Hanger	\$175.00		\$12.60	\$187.60	Parnell, Jerry	\$0.00	\$375.20	-\$187.60	\$175.00
S5	41.5' X 34	T - Hanger	\$150.00	\$15.00	\$9.72	\$144.72	Cross, Jerry	-\$727.32		-\$582.60	\$150.00
S6	41.5' X 34	T - Hanger	\$150.00	\$15.00	\$9.72	\$144.72	Hanson, Anthony	-\$1,302.48		-\$1,157.76	\$150.00
S7	41.5' X 34	T - Hanger	\$150.00		\$10.80	\$160.80	Boyette, Wayne	\$55.77	\$200.00	\$16.57	\$150.00
S8	41.5' X 34	T - Hanger	\$150.00		\$10.80	\$160.80	Foy, William	\$0.00	\$321.60	-\$160.80	\$150.00

Hangar	Size	Type	Rent/Util	10% Discount	Taxes	Total Mthly	Tenant	Prev. Bal	Payment	End. Bal
<b>T1</b>	44' X 34'	T - Hanger	\$150.00		\$10.80	\$160.80	Giersberg, C.	-\$0.60	\$160.95	-\$0.75
<b>T2</b>	44' X 34'	T - Hanger	\$150.00		\$10.80	\$160.80	Cavin, Dale	-\$321.60		-\$160.80
<b>T3</b>	44' X 34'	T - Hanger	\$150.00		\$10.80	\$160.80	Cavin, Dale	-\$321.60		-\$160.80
<b>T4</b>	44' X 34'	T - Hanger	\$140.00		EXEMPT	\$140.00	Forest Service, FL	\$0.00	\$140.00	\$0.00
<b>T5</b>	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.72	\$144.72	Padgett, Daniel	-\$1,157.76		-\$1,013.04
<b>T6</b>	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.72	\$144.72	Neville, William (Trey)	-\$145.48		-\$0.76
<b>T7</b>	44' X 34'	T - Hanger	\$150.00		\$10.80	\$160.80	Shores, Leonard	\$1.00	\$321.60	-\$159.80
<b>T8</b>	44' X 34'	T - Hanger	\$150.00		\$10.80	\$160.80	Miller, Kenneth	\$0.00	\$321.60	-\$160.80
<b>BLDG Lease</b>										
<b>Ind. Pk Dr.</b>	9600 sf	Block Bldg	\$1,200.00		\$86.40	\$1,286.40	Air Prop Specialist	-\$4.80	\$1,287.60	-\$6.00
<b>Pvt Hanger</b>	70'x70'	Land	\$125.00			\$125.00	JCSO	\$0.00		\$125.00
<b>Ind. Pk Dr.</b>	20,000 sf	Block Bldg	\$1,325.53		\$95.44	\$1,420.97	Safari Helicopter	\$5,608.91	\$2,866.00	\$4,163.88
<b>Terminal</b>		Building	\$600.00		\$43.20	\$643.20	SkyWarrior	-\$1.50	\$643.20	-\$1.50
<b>Terminal-2nd Floor</b>		Building								
<b>Terminal-Utilities</b>										
<b>Terminal-Shop</b>		Building								
<b>Ind. Pk Dr.</b>	20500 sf	Block Bldg	\$2,000.00		\$144.00	\$2,144.00	Rolls Rite Trailers	\$0.00		\$2,144.00

\$150.00  
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\*SkyWarrior rental

\*\*\*Denotes Building/Land Rent

\$327.42

**NOTES:**

Statements mailed to lessees with past due balances

\*\*\*\*New Tenants:

\*\*\*\*Terminate:

**City of Marianna**  
**Airport**  
**October 1, 2018 thru May 31, 2019 ( 8 Months)**

	<u>Totals</u>
<b>Revenue:</b>	
Fuel Sales	\$ 7,045.14
Rentals/Leases	106,629.01
Misc.	617.34
Interest Earnings	71.48
Grants	109,296.46
Land Leases	80,246.27
Timber Sales	-
Fly In	-
Hurricane Michael Insurance	2,571,394.23
<b>Total Revenues</b>	<u><u>2,875,299.93</u></u>
<b>Expenses:</b>	
Personal Services	-
Operating	(77,983.50)
Capital	(20,600.00)
Fly-In	-
Debt	-
Transfer	(18,180.00)
Grants	(109,296.46)
Hurricane Michael	(2,510,832.92)
<b>Total Expense</b>	<u><u>(2,736,892.88)</u></u>
Net Profit (Loss)	<u><u>\$ 138,407.05</u></u>
Property/Auto Insurance NOTE 1	<b>\$ 8,042.74</b>
Ad Valorem Tax NOTE 2	<b>\$ 1,035.98</b>
Hurricane Michael/Rev and Exp Net (Note 3)	<b>\$ (60,561.31)</b>
Net Profit (Loss) Adjusted	<u><u>\$ 86,924.46</u></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.

NOTE 4: The remaining part of the manufactured home was paid in March 2019 in the amount of \$20,600 and is included in capital outlay expense.



City of Marianna  
Restricted/Unrestricted Cash  
As of 5-31-19

**Airport:**

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Operations	U	125,439.94
SBA	U	2,350.18
A/R Ad Valorem Tax	U	21,856.87
Due to/from -Hurricane Michael-Ins	U	120,148.00

**Unrestricted**

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**269,794.99**

**Restricted:**

**Hurricane Michael Ins Proceeds** R

**Grants/Misc Owed to City:**

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**Misc**

-  
78,136.97  
-

**Grants/Misc**

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**78,136.97**

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