

**CITY OF MARIANNA**  
**AIRPORT COMMERCE PARK BOARD MEETING**  
**September 21, 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**

Documents:

[JUNE 15 2022 MINUTES.PDF](#)

**4. Airport Financial Reports**

**4.A. Billing**

Documents:

[RENTAL PAYMENTS THRU 8-31-2022.PDF](#)

**4.B. Fuel Sales**

Documents:

[MAI FUEL THRU 8-31-2022.PDF](#)

**4.C. Financials**

Documents:

[AIRPORT-FINANCIALS AUGUST 2022.PDF](#)

**5. Public Works Director**

**6. Other Business**

**6.A. Update On Project Take Flight**

## **7. Adjourn**

### **Upcoming Meetings: 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  
June 15, 2022  
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, Larry Lang, Leonard Shores and Jim King. On behalf of the City, Public Works Director Clay Wells and Airport Manager Douglas Glass. On behalf of the Jackson County Chamber Tiffany Garling and Zach Gilmore.

The minutes from the March 16, 2022 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. King. 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. Lang. No further questions or comments were discussed.

Mr. John Collins updated the board on the progress of the apron rehabilitation project and the newly awarded hangar development project. No further questions or comments were discussed.

Under other business, Hangar Rent Analysis, was opened for discussion. Mr. Doug Glass reported hangar rental amounts are comparable with other airport in our area. No further questions or comments were discussed.

Project Take Flight was opened for discussion. Ms. Tiffany Garling updated the Board on the progress of Project Take Flight. There are 2 factors preventing this project from moving forward:

1. Many flight schools only want to operate the aviation portion of a school and not the educational/degree portion of the program. Mr. Hart has been in contact with Chipola College. Email correspondence is attached.
2. The condition of crosswind runway (8-26) is a big factor in the training portion.

Mr. John Collins recommends requesting a meeting with FDOT District 3 staff to discuss additional funding for the rehabilitation of Runway 8-26. Mr. Lang made a motion to adopt the recommendation from Mr. John Collins with a second from Mr. King. No further questions or comments were discussed.

There being no further business the meeting was adjourned.

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**From:** Clemmons, Sarah <CLEMMONSS@CHIPOLA.EDU>  
**To:** Jim Hart <jimwhart@digitalexp.com>  
**Cc:** Eric Hill-County Commissioner <beachvicepresident1@gmail.com>, James Peacock-Commissioner District 5 <jpeacockusssret@yahoo.com>, Jim Dean <jdean@mariannafl.city>, <peacockj@jacksoncountyfl.gov>  
**Sent:** 6/14/2022 3:59 PM  
**Subject:** RE: Project Take Flight- Aviation Pilot Training.

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Chairman Hart,  
Chipola's Chief Academic Officer is researching The Florida Curriculum Frameworks, The Student Course Numbering system, Course Description Databases and other institutional programs to gather more information on the Business degree concentration. We will contact other institutions that have programs of interest for more details.  
This information can be included in your report.  
Thank you,  
Sarah Clemmons, Ph. D.  
Chipola President

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**From:** Jim Hart <jimwhart@digitalexp.com>  
**Sent:** Monday, June 13, 2022 10:27 AM  
**To:** Jim Hart <jimwhart@digitalexp.com>; Clemmons, Sarah <CLEMMONSS@CHIPOLA.EDU>  
**Cc:** Eric Hill-County Commissioner <beachvicepresident1@gmail.com>; James Peacock-Commissioner District 5 <jpeacockusssret@yahoo.com>; Jim Dean <jdean@mariannafl.city>; peacockj@jacksoncountyfl.gov  
**Subject:** Re: Project Take Flight- Aviation Pilot Training.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Dr. Clemmons.

Did you have a chance to read my E mail below, sent on June 7th?

Could you E mail me a brief progress report on your efforts to set up the academic degree program we discussed during our meeting with Mr. Dean and Mr. Hill on March 27th?

I will be chairing the next Marianna Airport Commerce Park Board meeting Wednesday at 1:30 and would like to give the board members an update on **Project Take Flight**, the effort to set up an FAA approved airline pilot training program at Chipola College and the Marianna Municipal Airport.

Thank you so much,

Jim Hart, Chairman  
Marianna Airport Commerce Park Board

**Marianna Industrial Park/Airport Rentals August 2022**

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	\$135.00		\$9.45	\$144.45	Jackson Co. Aviation	-\$722.28		-\$577.83
<b>B2</b>	50 x 40	Block	\$150.00		\$10.50	\$160.50	Cloud, Jeff	\$0.00	\$321.00	-\$160.50
<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	\$2,500.00		EXEMPT	\$2,500.00	Air Methods	\$0.00	\$2,500.00	\$0.00
<b>D2</b>	60'x60'	Corp/Metal	\$850.00	\$85.00	\$53.55	\$818.55	Neville Aviation	-\$4,092.75		-\$3,274.20
<b>E1</b>	40 X 39.5	Shade	\$60.00		\$4.20	\$64.20	Buttery, Craig	\$0.00	\$64.20	\$0.00
<b>E2</b>	40 X 39.5	Shade	\$60.00		\$4.20	\$64.20	Adams, Bruce	-\$3.80	\$130.00	-\$69.60
<b>E3</b>	40 X 39.5	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Granberry, Philip	-\$577.80		-\$520.02
<b>E4</b>	40 X 39.5	Shade	\$60.00		\$4.20	\$64.20	Dodson, George	\$57.00	\$130.00	-\$8.80
<b>E5</b>	40 X 39.5	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Clark, Brody		693.36	-\$635.58
<b>F1</b>	40 x 48	Shade	\$60.00		\$4.20	\$64.20	Cam, Richard	\$0.00		\$64.20
<b>F2</b>	40 x 48	Shade	\$60.00		\$4.20	\$64.20	NW Flyers	\$64.20	\$192.60	-\$64.20
<b>F3</b>	40 x 48	Shade	\$60.00		\$4.20	\$64.20	NW Flyers	\$64.20	\$192.60	-\$64.20
<b>F4</b>	40 x 48	Shade	\$60.00		\$4.20	\$64.20	Campbell, Mark	-\$54.80		\$9.40
<b>F5</b>	40 x 48	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Moorhead, Donald	-\$288.90		-\$231.12
<b>G1</b>	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	Womack, Jimmy	\$0.00	\$64.20	\$0.00
<b>G2</b>	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	VACANT	VACANT	VACANT	VACANT
<b>G3</b>	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	Kennedy, Gilles	\$128.40	\$256.80	-\$64.20
<b>G4</b>	50' X 31'	Shade	\$60.00		\$4.20	\$64.20	Whitehead, Lonnie	-\$0.60	\$64.20	-\$0.60
<b>G5</b>	50' X 31'	Shade	\$60.00	\$6.00	\$3.78	\$57.78	Gainey, John	\$0.00	\$693.36	-\$635.58

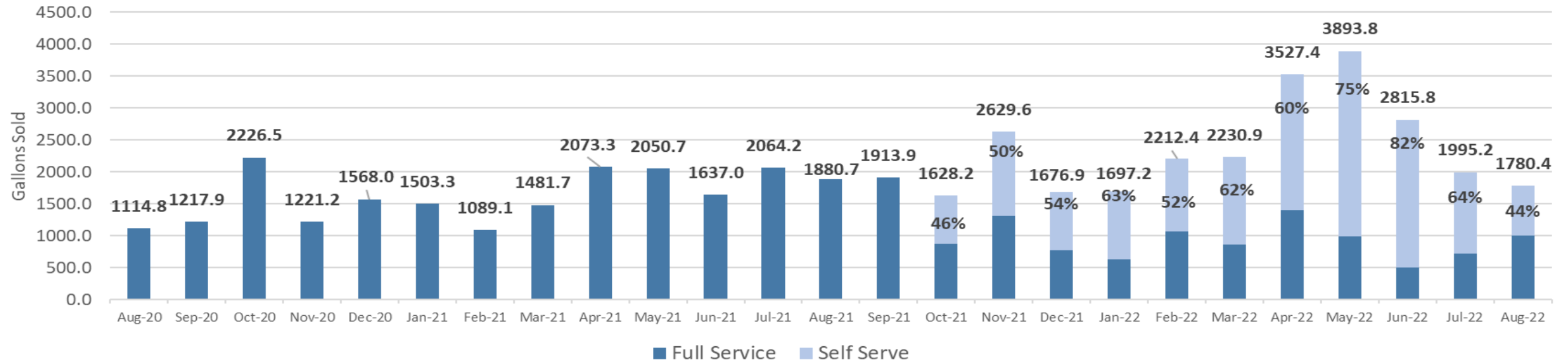
Hangar	Size	Type	Rent/Util	10% Discount	Taxes	Total Mthly	Tenant	Prev. Bal		End. Bal
H1	50'x 31'	Shade	\$60.00		\$4.20	\$64.20	Sorenson, Edd	\$64.20		\$128.40
H2	50'x 31'	Shade	\$60.00		\$4.20	\$64.20	VACANT	VACANT	VACANT	VACANT
H3	50'x 31'	Shade	\$60.00		\$4.20	\$64.20	VACANT	VACANT	VACANT	VACANT
H4	50'x 31'	Shade	\$60.00	\$6.00	\$3.78	\$57.78	VACANT	VACANT	VACANT	VACANT
H5	50'x 31'	Shade	\$60.00		\$4.20	\$64.20	Dickens, Leslie	-\$517.40		-\$453.20
R1	44' X 34'	T - Hanger	\$200.00	\$20.00	\$12.60	\$192.60	Neto, Robert	-\$1,540.80		-\$1,348.20
R2	44' X 34'	T - Hanger	\$200.00	\$20.00	\$12.60	\$192.60	Williams, Ryan		\$2,311.26	-\$2,118.66
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	-\$1,348.92		-\$1,156.32
R5	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	Young, Bradford	\$18.00		\$232.00
R6	44' X 34'	T - Hanger	\$200.00	\$20.00	\$12.60	\$192.60	Shearer, Micheal	-\$828.18		-\$635.58
R7	44' X 34'	T - Hanger	\$200.00		\$14.00	\$214.00	Griffin, John	-\$23.20	\$214.80	-\$24.00
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	-\$1,301.49		-\$1,157.04
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	-\$433.35		-\$288.90
S6	41.5' X 34	T - Hanger	\$150.00		\$10.50	\$160.50	Land, Dustin	-\$160.50		\$0.00
S7	41.5' X 34	T - Hanger	\$150.00		\$10.50	\$160.50	Boyette, Wayne	-\$5.70	\$160.80	-\$6.00
S8	41.5' X 34	T - Hanger	\$150.00		\$10.50	\$160.50	Francis, Harvey	-\$0.50	\$161.50	-\$1.50

Hangar	Size	Type	Rent/Util	10% Discount	Taxes	Total Mthly	Tenant	Prev. Bal		End. Bal
<b>T1</b>	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Giersberg, C.	\$0.00		\$160.50
<b>T2</b>	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Cavin, Dale	-\$1,155.60		-\$1,011.15
<b>T3</b>	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Cavin, Dale	-\$1,155.60		-\$1,011.15
<b>T4</b>	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Jacques, Tommy	-\$866.70		-\$722.25
<b>T5</b>	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Padgett, Daniel	-\$802.50		-\$642.00
<b>T6</b>	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Neville, Trey	-\$173.34	\$1,560.06	-\$1,588.95
<b>T7</b>	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.45	\$144.45	Neville, Trey	\$0.00	\$1,733.40	-\$1,588.95
<b>T8</b>	44' X 34'	T - Hanger	\$150.00		\$10.50	\$160.50	Stairs, Richard	-\$3.00	\$160.50	-\$3.00
<b>BLDG Lease</b>										
<b>Ind. Pk Dr.</b>	9600 sf	Block Bldg	\$1,200.00		\$84.00	\$1,284.00	Air Prop Specialist	\$0.00		\$1,284.00
<b>Pvt Hanger</b>	70'x70'	Land	\$125.00			\$125.00	JCSO	-\$1,125.00		-\$1,000.00
<b>Ind. Pk Dr.</b>	20,000 sf	Block Bldg	\$1,121.50		\$78.50	\$1,200.00	TIDEWATER	\$0.00	\$1,200.00	\$0.00
<b>Terminal-Office Space</b>		Building								
<b>Terminal-Utilities</b>										
<b>Terminal-Shop</b>		Building								
<b>Ind. Pk Dr.</b>	20500 sf	Block Bldg	\$2,000.00		\$140.00	\$2,140.00	Rolls Rite Trailers	\$2,140.00	\$2,140.00	\$2,140.00

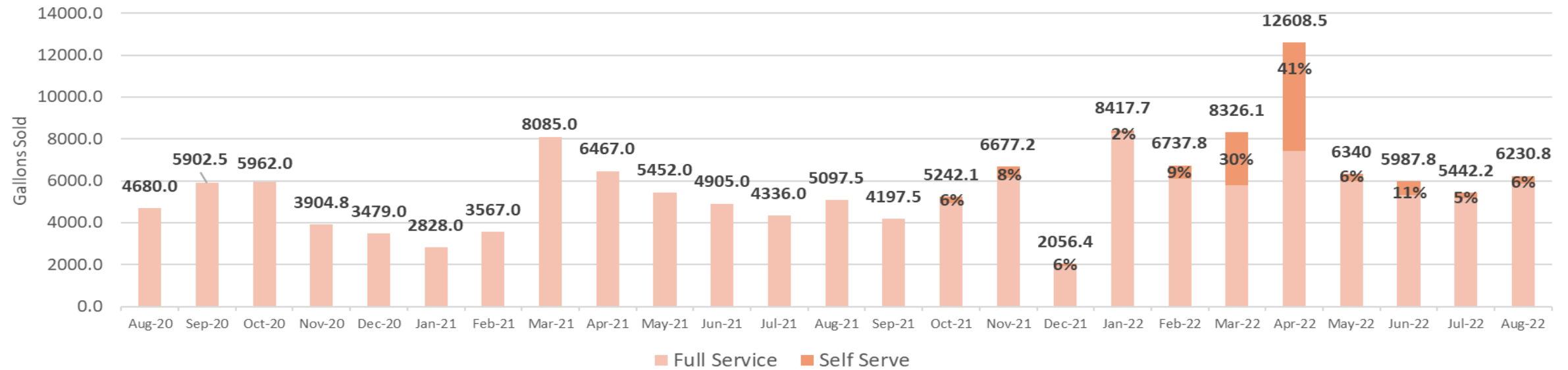
**\*\*\*\*New Tenants:**      **T7 & T6 - Trey Neville**  
                                  **E5 - Brody Clark**  
                                  **R2- Ryan Williams**

**\*\*\*\*Terminate:**        **H4- Trey Neville**

### AVGAS



### JET A





**City of Marianna  
 Airport  
 October 1, 2021 thru August 31, 2022 ( 11 Months)**

	<u>Totals</u>
<b>Revenue:</b>	
Fuel Sales	\$ 458,818.87
Call Out Fees	\$ 600.00
Rentals/Leases	124,522.58
Misc.	1,845.70
Interest Earnings	6,648.14
Grants	124,065.90
Land Leases	12,144.00
Lease-Gilmore Services	23,973.00
Catalyst Reimb.	53,608.52
Asset Sales	8,500.00
Hurricane Michael FEMA	127,623.60
Hurricane Michael Insurance	-
Total Revenues	<u>942,350.31</u>
<b>Expenses:</b>	
Personal Services	41,969.26
Operating	507,161.80
Capital	39,795.33
Fly-In	6,648.60
Debt	-
Transfer	24,997.61
Grants	124,065.90
Hurricane Michael	-
Total Expense	<u>744,638.50</u>
Net Profit (Loss)	<u><u>\$ 197,711.81</u></u>
Property/Auto Insurance NOTE 1	<b>\$ 7,497.00</b>
Ad Valorem Tax NOTE 2	<b>\$ 541.45</b>
Capital-NOTE 3	<b>\$ 2,776.72</b>
NOTE 4	<b>\$ (37,865.06)</b>
Ins Claim Credit Windssock	<b>\$ 1,583.00</b>
HM FEMA Proceeds (From PY)	<b>\$ (127,623.60)</b>
Net Profit (Loss) Adjusted	<u><u>\$ 44,621.32</u></u>

<u>Breakdown of Operating Expenses:</u>
Other Professional Services - Solar Farm Maintenance
Credit Card Fees
Lab Testing - Fuel
Telecommunications
Electrical Power
General Liability/Property
Vehicle & Equipment
Building & Facilities
Community Ad Participation
Special Activities
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
Fire Suppression Apparatus
Gas For Resale Purchases
Training
Literature

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.

NOTE 3: A skid steer was purchased in March 2022 but is budgeted over the entire FY.

NOTE 4: The City did receive grant funding to help purchase fuel for resale at the airport, The grants paid for \$37,865.06 in fuel.

City of Marianna  
Restricted/Unrestricted Cash  
As of 8-31-22

**Airport:**

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Operations	U	258,999.21
SBA	U	2,416.50
A/R Ad Valorem Tax	U	7,922.16
Due to/from	U	(24,389.68)
A/R Gas Charges	U	-
A/R Fema Lease	U	-

**Unrestricted**

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**244,948.19**

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<b>Due from Gen Fd FEMA (Catalyst)</b>	R	127,623.60
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**Grants/Misc Owed to City:**

<b>Grant Totals</b>		-
		-

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<b>Total</b>		<b>\$ 372,571.79</b>
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