

CITY OF MARIANNA
AIRPORT COMMERCE PARK BOARD MEETING
December 11, 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. September Minutes

Documents:

[SEPT 18 2019 MINUTES.ASD.PDF](#)

4. Airport Financial Reports

4.A. FBO - City Monthly Statements

Documents:

[KMAI REPORT THROUGH NOVEMBER 2019.PDF](#)

4.B. Billing

Documents:

[BILLING NOVEMBER 30-2019.PDF](#)

4.C. Financials Through October 31, 2019

Documents:

[AIRPORT-FINANCIALS OCTOBER 19.PDF](#)

5. Other Business

5.A. Fuel Farm Update

Documents:

[UPDATE ON MAI FUEL FARM RELOCATION.PDF](#)

5.B. Southern Borders Aviation, Mr. Will M. Borders Jr

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
September 18, 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, Byron Ward, 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 June 12, 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. Ward. All in favor. No further questions or comments were discussed.

The airport financial statements were opened for discussion. The FBO monthly reports were opened for discussion. Mr. Dean questioned the decrease of Jet A fuel sales. Ms. Lipford with SkyWarrior explained due to military cutbacks Jet A fuel sales have decreased. The decrease in 100 LL fuel sales is due to a reduction of flight school students.

The airport billing reports through August 31, 2019 was opened for discussion. Mr. Dean updated the board on the hangar payments and occupancy rate of the T-hangars and shade hangars.

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. Miller. No further questions or comments were discussed.

Under other business, SkyWarrior Flight Support Inc., was opened for discussion. Mr. Dean discussed the letter sent to SkyWarrior requesting a five-year business plan and SkyWarrior's response.

Mr. Ward discussed promoting and creating a marketing plan for the Industrial Park and Airport. Mr. Hart made a motion to appoint Mr. Ward chairman of the marketing planning committee with a second from Mr. Lang. No further questions or comments were discussed.

The existing SkyWarrior Flight Support Inc. lease was discussed regarding expiration. Mr. Ward made a motion to recommend the City Commission allow the execution of an RFP/RFQ for FBO services with a second from Mr. Lang. 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.

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 8/26 was opened for discussion. Mr. John Collins explained to the Board the FDOT provided 1.5 mil dollars to rehab RW 8/26 pavement but according to a recent survey, the runway doesn't provide the required slope. Mr. Collins suggested reallocating future funding or close the runway and wait for possible funding in 2025. The Board decided to table the runway 8/26 discussion until the next meeting scheduled for December 11th. Mr. Collins will present funding options at that time.

There being no further business the meeting was adjourned.

KMAI September Monthly Report

Item	SEP 2019	SEP 2018	Year To Date	Prior Year
Gallons of 100LLSold	2678.7	6494.2	25492.4	9569.8
Gallons of JetA sold	12085	14791	114351	12234
Flight lessons sold	\$ -	N/A	\$ -	N/A
Maintenance Sold	\$ -	N/A	\$ -	N/A
Vending Sold	\$ 15.00	10	\$ 115.00	N/A
Charts & Maps	\$ 182.64	N/A	\$ 342.45	N/A
Ramp Fees	\$ -	N/A	\$ -	N/A
Sales Total	\$ 197.64			
City %	2.5%			
City Payment	\$ 4.94			

Gal 100LL Purchased	-	N/A	19,726.0	N/A
Gal Jet A Purchased	7,696.0	7681	100,409.0	N/A

KMAI October Monthly Report

Item	OCT 2019	OCT 2018	Year To Date	Prior Year
Gallons of 100LLSold	1682.5	5098.7	27174.9	62538.6
Gallons of JetA sold	9284	25709	125091	170075
Flight lessons sold	\$ -	N/A	\$ -	N/A
Maintenance Sold	\$ 106.54	N/A	\$ 106.54	N/A
Vending Sold	\$ 10.00	10	\$ 125.00	10
Charts & Maps	\$ -	N/A	\$ 342.45	N/A
Ramp Fees	\$ -	N/A	\$ -	N/A
Sales Total	\$ 116.54			
City %	2.5%			
City Payment	\$ 2.91			

Gal 100LL Purchased	4,576.0	7871	24,302.0	N/A
Gal Jet A Purchased	7,786.0	22965	108,195.0	7745

KMAI November Monthly Report

Item	NOV 2019	NOV 2018	Year To Date	Prior Year
Gallons of 100LLSold	2291.5	4,009.70	29,466.40	66548.3
Gallons of JetA sold	10166	15,900	135,257	185975
Flight lessons sold	\$ -	N/A	\$ -	N/A
Maintenance Sold	\$ 45.66	N/A	\$ 152.20	N/A
Vending Sold	\$ 20.00	10	\$ 145.00	15
Charts & Maps		15.22	\$ 342.45	N/A
Ramp Fees	\$ -	N/A	\$ -	N/A
Sales Total	\$ 65.66			
City %	2.5%			
City Payment	\$ 1.64			

Gal 100LL Purchased	-	0	-	7885
Gal Jet A Purchased	7,808.0	15496	-	155562

Marianna Industrial Park/Airport Rentals November 2019

Hangar	Size	Type	Rent/Util	10% Discount	7.2% Taxes	Total Mthly	Tenant	Prev. Bal	Payment	End. Bal
A	72 x 43	Block	\$150.00		\$10.80	\$160.80	McDaniel, John	\$0.00	\$160.80	\$0.00
B1	50 x 40	Block	\$173.33		\$12.48	\$185.81	Honkers, Inc.	-\$371.62		-\$185.81
B2	50 x 40	Block	\$150.00		\$10.80	\$160.80	Cloud, Jeff	-\$0.15	\$321.60	-\$160.95
C1	50 x 40	Block	\$150.00		\$10.80	\$160.80	CITY			
C2	50 x 40	Block	\$150.00		\$10.80	\$160.80	CITY			
D1	80'x80'	Corp/Metal	\$2,700.00		EXEMPT	\$2,700.00	Air Methods	\$0.00	\$2,700.00	\$0.00
D2	60'x60'	Corp/Metal	\$700.00		\$50.40	\$750.40	SkyWarrior	-\$21.00	\$752.50	-\$23.10
E1	40 X 39.5	Shade	\$60.00		\$4.32	\$64.32	VACANT			
E2	40 X 39.5	Shade	\$60.00	\$6.00	\$3.89	\$57.89	Jackson Co. Aviation	-\$115.76		-\$57.87
E3	40 X 39.5	Shade	\$60.00	\$6.00	\$3.89	\$57.89	Granberry, Philip	-\$405.23		-\$347.34
E4	40 X 39.5	Shade	\$60.00		\$4.32	\$64.32	Dodson, George	-\$65.00		-\$0.68
E5	40 X 39.5	Shade	\$60.00		\$4.32	\$64.32	VACANT			
F1	40 x 48	Shade	\$60.00		\$4.32	\$64.32	VACANT			
F2	40 x 48	Shade	\$60.00		\$4.32	\$64.32	NW Flyers	-\$192.96		-\$128.64
F3	40 x 48	Shade	\$60.00		\$4.32	\$64.32	NW Flyers	-\$192.96		-\$128.64
F4	40 x 48	Shade	\$60.00	\$6.00	\$3.89	\$57.89	Jackson Co. Aviation	-\$115.75		-\$57.86
F5	40 x 48	Shade	\$60.00	\$6.00	\$3.89	\$57.89	Moorhead, Donald	-\$115.75		-\$57.86
G1	50' X 31'	Shade	\$60.00		\$4.32	\$64.32	VACANT			
G2	50' X 31'	Shade	\$60.00		\$4.32	\$64.32	VACANT			
G3	50' X 31'	Shade	\$60.00		\$4.32	\$64.32	VACANT			
G4	50' X 31'	Shade	\$60.00		\$4.32	\$64.32	VACANT			
G5	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	\$190.24	\$257.44	-\$2.88
H2	50'x 31'	Shade	\$60.00		\$4.32	\$64.32	Sorenson, Edd	\$190.24	\$254.56	\$0.00
H3	50'x 31'	Shade	\$60.00		\$4.32	\$64.32	Cam, Richard	\$64.32		\$128.64
H4	50'x 31'	Shade	\$60.00	\$6.00	\$3.89	\$57.89	Neville, Trey	-\$6.43		\$51.46
H5	50'x 31'	Shade	\$60.00		\$4.32	\$64.32	Womack, Jimmy	-\$2.72	\$65.00	-\$3.40
R1	44' X 34'	T - Hanger	\$175.00	\$17.50	\$11.34	\$168.84	Howard, James	-\$506.52		-\$337.68
R2	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	Garrett, Bill	\$0.00	\$214.40	\$0.00
R3	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	Peterson, Hermes	-\$430.20		-\$215.80
R4	44' X 34'	T - Hanger	\$200.00	\$20.00	\$12.96	\$192.96	Hansen, Joe	-\$771.84		-\$578.88
R5	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	Young, Bradford	-\$428.80		-\$214.40
R6	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	AMH Aviation	\$213.00	\$643.20	-\$215.80
R7	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	Griffin, John	\$0.00	\$214.40	\$0.00
R8	44' X 34'	T - Hanger	\$200.00		\$14.40	\$214.40	Griffin, John	\$0.00	\$214.40	\$0.00
S1	41.5' X 34	T - Hanger	\$175.00		\$12.60	\$187.60	West, David	\$0.00	\$187.60	\$0.00
S2	41.5' X 34	T - Hanger	\$150.00		\$10.80	\$160.80	Chambless, Mardre	-\$12.60	\$161.25	-\$13.05
S3	41.5' X 34	T - Hanger	\$150.00	\$15.00	\$9.72	\$144.72	Thomas, Joe	-\$868.30		-\$723.58
S4	41.5' X 34	T - Hanger	\$175.00		\$12.60	\$187.60	Parnell, Jerry	-\$0.72	\$187.78	-\$0.90
S5	41.5' X 34	T - Hanger	\$150.00	\$15.00	\$9.72	\$144.72	Cross, Jerry	-\$1,595.64		-\$1,450.92
S6	41.5' X 34	T - Hanger	\$150.00	\$15.00	\$9.72	\$144.72	Hanson, Anthony	-\$434.16		-\$289.44
S7	41.5' X 34	T - Hanger	\$150.00		\$10.80	\$160.80	Boyette, Wayne	\$59.77	\$160.80	\$59.77
S8	41.5' X 34	T - Hanger	\$150.00		\$10.80	\$160.80	Foy, William	-\$160.80	\$160.80	-\$160.80

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\$150.00

\$150.00

Hangar	Size	Type	Rent/Util	10% Discount	Taxes	Total Mthly	Tenant	Prev. Bal	Payment	End. Bal
T1	44' X 34'	T - Hanger	\$150.00		\$10.80	\$160.80	Giersberg, C.	-\$1.50	\$160.95	-\$1.65
T2	44' X 34'	T - Hanger	\$150.00		\$10.80	\$160.80	Cavin, Dale	-\$321.60		-\$160.80
T3	44' X 34'	T - Hanger	\$150.00		\$10.80	\$160.80	Cavin, Dale	-\$321.60		-\$160.80
T4	44' X 34'	T - Hanger	\$150.00		\$10.80	\$160.80	Stairs, Richard	\$0.00	\$160.80	\$0.00
T5	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.72	\$144.72	Padgett, Daniel	-\$289.44		-\$144.72
T6	44' X 34'	T - Hanger	\$150.00	\$15.00	\$9.72	\$144.72	Neville, William (Trey)	-\$1,013.04		-\$868.32
T7	44' X 34'	T - Hanger	\$150.00		\$10.80	\$160.80	Shores, Leonard	\$0.70	\$160.45	\$1.05
T8	44' X 34'	T - Hanger	\$150.00		\$10.80	\$160.80	Miller, Kenneth	\$0.00	\$160.80	\$0.00
BLDG Lease										
Ind. Pk Dr.	9600 sf	Block Bldg	\$1,200.00		\$86.40	\$1,286.40	Air Prop Specialist	-\$12.00	\$1,287.60	-\$13.20
Pvt Hanger	70'x70'	Land	\$125.00			\$125.00	JCSO	-\$750.00		-\$625.00
Ind. Pk Dr.	20,000 sf	Block Bldg	\$1,325.53		\$95.44	\$1,420.97	Safari Helicopter	\$1,414.98	\$1,420.97	\$1,414.98
Terminal		Building	\$600.00		\$43.20	\$643.20	SkyWarrior	-\$1.50	\$643.20	-\$1.50
Terminal-2nd Floor		Building								
Terminal-Utilities							SkyWarrior Utilites		\$319.94	
									\$293.22	
Terminal-Shop		Building								
Ind. Pk Dr.	20500 sf	Block Bldg	\$2,000.00		\$144.00	\$2,144.00	Rolls Rite Trailers	\$0.00	\$2,144.00	\$0.00

\$150.00
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\$150.00
\$150.00

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*SkyWarrior rental

***Denotes Building/Land Rent

\$330.92

NOTES:

Statements mailed to lessees with past due balances

****New Tenants:

****Terminate:

City of Marianna
Airport
October 1, 2019 thru October 31, 2019 (1 Month)

	<u>Totals</u>
Revenue:	
Fuel Sales	\$ 615.68
Rentals/Leases	13,526.36
Misc.	21.70
Interest Earnings	5.11
Grants	-
Land Leases	10,338.37
Timber Sales	-
Fly In	-
Hurricane Michael FEMA	-
Hurricane Michael Insurance	-
Total Revenues	<u>24,507.22</u>
Expenses:	
Personal Services	-
Operating	(33,252.11)
Capital	-
Fly-In	-
Debt	-
Transfer	(2,272.50)
Grants	-
Hurricane Michael	-
Total Expense	<u>(35,524.61)</u>
Net Profit (Loss)	<u>\$ (11,017.39)</u>
Property/Auto Insurance NOTE 1	\$ 26,430.12
Ad Valorem Tax NOTE 2	\$ -
Hurricane Michael/Rev and Exp Net (Note 3)	
Net Profit (Loss) Adjusted	<u>\$ 15,412.73</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 has received \$10,338.37 from land rent as of 10-31-19 from Hurricane Michael activities. (Renting Land FEMA).

City of Marianna
Restricted/Unrestricted Cash
As of 10-31-19

Airport:

Operations	U	18,764.44
SBA	U	2,373.48
A/R Ad Valorem Tax	U	3,556.43
Due to/from -Hurricane Michael-	U	(1,039,710.10)
Due to Utility Fund	U	(40,000.00)
Due To/From (Util Fund)	U	(757,000.00)
Unrestricted		<u>(1,812,015.75)</u>

NOTE 1: Shortfall on Ins/FEMA proceeds to date

Grants/Misc Owed to City: _____

Misc

Grants/Misc _____

NOTE 1: As of September 30, 2019 the City has spend \$1,130,530.10 more in Hurricane Michael expenses than we have been reimbured by FEMA or Insurance. We will have to see if we receive anymore monies on this in the future.

NOTE 2: In addition to Note 1 above, the City had to borrow monies from Utility fund to pay for grant expenses that we will be reimbursed in the next few months. This amounts to approx. \$725,000.

Update on MAI Fuel Farm Relocation

Tuesday, December 3, 2019 11:16 AM

Subject	Update on MAI Fuel Farm Relocation
From	Collins, John, P.E.
To	Joseph Richey
Cc	Jim Dean; Nikki Mayberry; Lewis, Virgil
Sent	Tuesday, December 3, 2019 8:32 AM

Caution – This email originated from outside of our organization. Please do not open any attachments or click on any links from unknown sources or unexpected email.

Joe,

We have been coordinating the status of the fuel farm project with Birkshire Johnstone and wanted to provide you with an update. As you are aware, the tanks were set on October 29 and we are not aware of any work completed since then. We reached out to the contractor a couple weeks ago and received an update yesterday and his response is below in red.

The bottom line is he is claiming the work will not be complete until late-January due to several factors including weather and the availability of the fueling sub-contractor (Paul Gainous). We made it clear that any claim for weather days would be highly scrutinized since the weather has been relatively dry except for a few weeks in July and there has been plenty of good weather when no work was accomplished. We also explained they need to do everything they can to expedite the remaining items and get the project complete as soon as possible.

We requested a meeting with the contractor at our office this week to discuss the remaining work in detail. We'll provide you with an update immediately following this meeting.

Thanks.

John,

The Superintendent is no longer with us. He had some medical problems that will not allow him to work for a while.

I met with Paul Gainous last week at the site to get a schedule from him. He stated that the earliest he would be complete is going to be the last week of January. There is nothing I could say that would speed him up.

I am meeting with the Power Company on Wednesday afternoon at the site to go over what needs to get done to get power to the panel.

At this time we should be complete with the balance of the underground and concrete work in two weeks. This does not include some of the issues below.

We are still missing some special fittings for the underground which should be in late this week. This will allow us to complete the storm drain and drop off area.

Under separate cover I am sending a request for weather delays in the amount of 48 calendar days for your review.

I will try to stop by your office and go over these items later in the week.

Regards,

Chris Shearman

John Collins, P.E.
Project Manager | **AVCON, INC.**