**GRANT ACTIVITY – 7 JUNE 2022**

**FAA**

Pay request for the full $32,000.00 submitted successfully after three attempts on 5/2/2022. The request was for reimbursement of the airport manager’s net salary from 1/1/2021 through 2/25/2022. Grant does not cover any mileage or employee’s portion of payroll taxes. Support documentation submitted included a check detail for the specified period listed and copies of the bank statements with the payments to the airport manager highlighted.

5/11/2022 Pay request rejected as the SF 425 submitted was on an expired form.

5/18/2022 - Corrected SF 425 with UEI number completed, signed by Chairman, and pay request resubmitted.

5/25/2022 – Pay request rejected a second time for incorrect Close-out document submitted. Link to correct form provided. Form completed by the administrative assistant and resubmitted via the DELPHI system.

6/6/2022 – Funding posted to grant account.

6/7/2022 – Administrative Assistant recorded deposit in grant account and schedule transfer of funds into the operating account.

**FDOT**

5/11/2022 – Email received from FDOT requesting a revision on the Utility Improvement – Stormwater and Electrical documents. They input the incorrect percentage on Page 9 as this is a joint project with FAA. Chairman emailed his acceptance of this correction

5/19/2022 – Fully executed grant agreement for the Utility Improvements – Stormwater and Electrical received.

6/3/2022 – FDOT send a supplement amendment to the Terminal Design and Construction grant for additional funding to make up the material cost increases.

6/6/2022 – Resolution 22-06 prepared by AVCON received and printed. Executive Committee meeting called for 6/7/2022 as FDOT requested documentation expedited as they need to input in their system by 6/14/2022

6/7/2022 – Executive Committee meeting held at 4:30 pm via zoom to address the supplemental amendment.