**GRANT ACTIVITY – 7 FEBRUARY 2023**

**FAA** -**None**

**FDOT** -**Terminal Access & Security Improvements**

1/4/2023 - Premier Paving check cleared bank account.

1/5/2023 – Pay request for AVCON Invoice 123360 submitted to FDOT for processing.

1/12/2023 – FDOT funds posted to grant account, recorded in QuickBooks, and check printed.

Check mailed to AVCON’s corporate office.

1/19/2023 – Second pay request from Premier Paving received from AVCON this date.

1/20/2023 - Documents reviewed for accuracy and minor errors corrected. Coordinator’s

Certification prepared and emailed along with corrected grant documents for review.

1/22/2023 – Invoice# 123847 for $7,904.99 sent by AVCON for processing. Holding this request until payment to Premier Paving is received and the check has cleared our bank per guidelines set forth by FDOT.

1/24/2023 – Certification signed and returned to Administrative Assistant. The pay request

forwarded to FDOT for processing.

1/31/2023 – FDOT funds posted to our grant account.

2/1/2023 – Deposit recorded in QuickBooks, check printed and arrangements made to get signatures.

2/2/2023 - Signatures collected. Contractor notified that payment ready for pick-up. Lien Release signed and check collected by contractor.

2/6/2023 - Check written to Premier Paving cleared our bank account.

2/7/2023 - Copy of cleared check number 1013 saved to grant file. Pay request G1J20-8 for funding to pay AVCON’s Invoice # 123847 submitted to FDOT for processing.

**Obstruction Removal**

1/10/2023 - Funding from FDOT posted to our account.

1/11/2023 – Lien Release prepared for AVCON’s signature, payment recorded in QuickBooks and check printed.

1/12/2023 – Payment mailed to AVCON’s corporate office.

2/2/2023 – Tree clearing company emailed invoice for their services to airport manager.

2/3/2023 - Airport Manager forwarded invoice to Administrative Assistant who forwarded to Lee Lewis and Calvin Palmer at AVCON for processing. The Administrative Assistant received an email back from Mr. Lewis indicating that they would process the invoice for payment once AVCON reviewed the work that has been done.

**Utility Improvements- Stormwater and Electrical**

1/22/2023 - Invoice # 12854 for $23,619.00 sent by AVCON for processing.

1/24/2023 - Documents reviewed for accuracy and minor corrections made. Coordinator’s Certification prepared and emailed along with corrected documents for review. Coordinator signed certification and returned it to Administrative Assistant. Pay request submitted to FDOT for processing.

1/31/2023 - FDOT funds posted to our grant account.

2/1/2023 – Deposit recorded in QuickBooks, check printed and arrangements made to get signatures.

2/2/2023 - Signatures collected. Emailed a copy of check and lien release to Lee Lewis with AVCON for processing. Check mailed to AVCON’s corporate office.