**GRANT ACTIVITY – 4 APRIL 2023**

**FAA** -**None**

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

3/10/2023 – Admin received the third pay request for Premier Paving from AVCON for review and processing. Documents reviewed, certification filled out and all documents were forwarded to coordinator for approval to pay.

Additionally, change order 2 requesting $7,000.00 in funding be added was submitted for the signature. This change order is for the removal of the septic tank and pump station on the west side of the FBO building.

3/14/2023 - Pay request documents, time extension and resolution signed by Chairman along with the change order after board approval at our regularly scheduled meeting this date.

3/15/2023 - Pay request, resolution approving time extension and time extension forms submitted to FDOT for processing.

3/16/2023 - Fully executed time extension received back from FDOT for our records. Copy emailed to John Collins at AVCON.

3/20/2023 - AVCON Invoice # 124236 in the amount of $8,949.00 received via email.

3/21/2023 - Documents were reviewed for accuracy and forwarded along with the Grant Coordinator Certification form to coordinator this date.

3/22/2023 - Funds for the Premier Paving pay request posted to our account. Deposit recorded in QuickBooks, check printed for vendor and Treasurer signed check.

3/23/2023 - Second signature on grant check coordinated with Secretary and lien release prepared. Grant Certification for AVCON Invoice #124236 signed by coordinator and returned to Admin for further processing.

3/24/2023 – Vendor signed lien release and collected payment.

3/27/2023 - Documents for AVCON Invoice # 124236 signed by Chairman but are on hold until check for Premier Paving issued 3/24/2023 clears the bank.

3/29/2023 – Check # 1018 cleared our bank account and image available. An electronic copy of the check was saved to computer. AVCON Invoice #124236 submitted to FDOT for processing along with required check copy and other documents.

4/4/2023 - Funds for AVCON Invoice 124236 posted to our account. Deposit recorded in QuickBooks, lien release prepared, and check printed for vendor. Arrangements made to obtain two signatures on check.

**Obstruction Removal**

3/10/2023 - Time extension received from Vanessa Strickland for Chairman’s signature and request that it be accompanied by a resolution approved by the board.

3/14/2023 - Time extension and resolution signed by Chairman after board approval at our regularly scheduled meeting this date.

3/15/2023 - Resolution approving time extension and time extension forms submitted to FDOT for processing.

3/16/2023 - Fully executed time extension received back from FDOT for our records. Copy emailed to John Collins at AVCON.

**Utility Improvements- Stormwater and Electrical**

3/20/2023 - AVCON Invoice # 124237 in the amount of $2,500.00 received via email.

3/21/2023 - Documents were reviewed for accuracy and forwarded along with the Grant Coordinator Certification form to coordinator this date.

3/23/2023 - Grant Certification for AVCON Invoice #124236 signed by coordinator and returned to Admin for further processing.

3/27/2023 - Documents for AVCON Invoice # 124237 signed by Chairman. Invoice created in QuickBooks and documents forwarded to FDOT for processing.

4/3/2023 - Funds for AVCON Invoice 124236 posted to our account. Deposit recorded in QuickBooks, lien release prepared, and check printed for vendor. Arrangements made to obtain two signatures on check.

**Height Zoning Ordinance**

3/10/2023 - Time extension received from Vanessa Strickland for Chairman’s signature and request that it be accompanied by a resolution approved by the board.

3/14/2023 - Time extension and resolution signed by Chairman after board approval at our regularly scheduled meeting this date.

3/15/2023 - Resolution approving time extension and time extension forms submitted to FDOT for processing.

3/16/2023 - Fully executed time extension received back from FDOT for our records. Copy emailed to John Collins at AVCON.

**Re-Mark Airfield Markings**

3/10/2023 - Administrative Assistant received an email from FDOT requesting Chairman’s signature on FM 450622-1-94-01. This is a new grant to cover the painting of the runway and taxiway. Grant total is $17,000.00. Resolution 23-01 also received. Admin printed the documents which will need to be voted on at the board meeting on 3/14/2023.

3/11/2023 - Chairman signed the above documents and Admin emailed to Vanessa Strickland with FDOT.

3/14/2023 - Board approved the signing of the documents received on the 10th.

3/30/2023 - Fully executed grant agreement received back from FDOT with grant identifier of G2H71. Printed pages that had changes and filed in appropriate grant file.