**GRANT ACTIVITY – 4 October 2023**

**FAA**

**Remarking of All Taxiway and Runway Markings**

9/5/2023 - Invoice and Engineer’s recommendation to pay received for processing. Notified that we still need certified payroll to process payment of the FAA portion.

9/22/2023 - TRP Construction certified payroll received.

9/28/2023 - Roads & Runways Striping Service Inc. certified payroll received. Line of credit draw request for the $47,575.00 sent to One Florida Bank for processing.

10/2/2023 - Funds transferred from the line of credit into our grant account and check was printed for payment.

10/3/2023 - Treasurer signed check. Administrative Assistant coordinating second signature required on all grant checks.

**Utility Improvements- Stormwater and Electrical -– NO ACTIVITY**

**FDOT**

**Terminal Access & Security Improvements**

9/8/2023 – Funds deposited from FDOT for payment of AVCON invoice # 124869.

9/12/2023 - Lien release created, deposit recorded in QuickBooks and check printed. Administrative Assistant obtained required signatures on check. Lien release emailed to AVCON for signature and notarization. Payment mailed to AVCON corporate office.

9/20/2023 - Check cleared our bank account.

**Obstruction Removal**

9/7/2023 - AVCON invoice # 125271 in the amount of $2,500.00 received for processing.

9/8/2023 - Documentation reviewed for accuracy. Grant Coordinator certification form created, and documentation forwarded to coordinator to review.

9/13/2023 - Coordinator signed the certification form. Administrative Assistant obtained chairman’s signature on documents and forwarded all required documentation to FDOT for processing.

9/20/2023 - FDOT funds deposited into our account.

9/25/2023 - Lien release created, deposit recorded in QuickBooks and check printed.

Administrative Assistant obtained required signatures on check. Lien release emailed to AVCON for signature and notarization. Payment mailed to AVCON corporate office.

**Utility Improvements- Stormwater and Electrical**

9/13/2023 - Coordinator signed the certification form. Administrative Assistant obtained chairman’s signature on documents and forwarded all required documentation to FDOT for processing.

9/21/2023 - FDOT funds deposited into our account for AVCON invoice # 124870.

9/25/2023 - Lien release created, deposit recorded in QuickBooks and check printed.

Administrative Assistant obtained required signatures on check. Lien release emailed to AVCON for signature and notarization. Payment mailed to AVCON corporate office. Invoice # 125010 will be submitted to FDOT once this check clears our account.

**Height Zoning Ordinance – NO ACTIVITY**

**Re-Mark Airfield Markings**

9/5/2023 - Admin review documents for accuracy, created the certification form for this pay request and forwarded information to grant coordinator for review and signature.

9/13/2023 - Coordinator signed the certification form. Administrative Assistant obtained chairman’s signature on documents and forwarded all required documentation to FDOT for processing.

9/21/2023 - FDOT funds deposited into our account.

9/25/2023 - Lien release created, deposit recorded in QuickBooks and check printed.

Administrative Assistant obtained required signatures on check. Lien release emailed to Florida Airfield Maintenance for signature and notarization. Administrative Assistant also requested a completed W-9 form and certificate of insurance.

9/26/2023 - Completed W-9, executed lien release and certificate of insurance received via email. Payment mailed to vendor.