**GRANT ACTIVITY – 4 January 2024**

**FAA**

**Remarking of All Taxiway and Runway Markings**

This grant has been completed. We are waiting for the closeout letter from FAA.

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

**FDOT**

**Terminal Access & Security Improvements – NO ACTIVITY**

12/12/2023 – Received final pay request for this project for Premier Paving in the amount of $11,857.50 of which the Authority is responsible to pay $1,773.25. This amount was above the grant total and the board voted to pay this amount directly at a previous board meeting.

12/13/2023 - Administrative Assistant had correspondence with AVCON as the invoice submitted on the 12th was not the next number in line. There was an AVCON Invoice that had been prepared but not forwarded for processing. AVCON requested that their invoice be processed first.

12/15/2023 - Documents for AVCON Invoice # 125229 in the amount of $5,966 reviewed for accuracy, recorded in QuickBooks, and forwarded to Grant Coordinator for review as well as signature on certification form. Documents for the Premier Paving invoice reviewed and forwarded to the coordinator for review. The certification forms for both pay requests signed via DocHub.

12/18/2023 - Administrative Assistant coordinated with Chairman for signatures on FDOT forms. The AVCON invoice submitted to FDOT for processing.

1/4/2024 - Funds have not been received for the AVCON invoice. An email was sent to FDOT to check the status of this payment. Premier Paving invoice cannot be processing until the AVCON invoice has been paid and that check clears our bank account. FDOT responded stating the delay in payment was due to the holidays. The request has been processed and should be paid early next week.

**Obstruction Removal**

12/13/2023 - A change order for additional work in the amount of $6,325 received via email.

12/19/2023 - After some discussion about the amount of the change order, the administrative assistant coordinated with Chairman Locke for his signature and submit signed change order to AVCON.

1/2/2024 - A pay request in the amount of $63,400 for Extreme Restoration received from AVCON.

1/3/2024 - The documents were reviewed and there is an issue with the totals on the forms that required the chairman’s signature. It appears that there may be an AVCON invoice that was not submitted to the Authority for processing. The administrative assistant notified Calvin Palmer with AVCON by email of the issue.

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

**Height Zoning Ordinance – NO ACTIVITY**

**Re-Mark Airfield Markings**

This grant has been completed. We are waiting for the closeout letter from FDOT.