**GRANT ACTIVITY – SEPTEMBER 2024**

**FAA**

**Utility Improvements- Stormwater and Electrical**

8/20/2024 - Southeast Site Services pay application number 2 received from AVCON. FAA portion of this request is $41,349.87. Documents reviewed by Admin for accuracy, certification form prepared, recorded in QuickBooks, and contacted the chairmen to sign required documents. AVCON Email forwarded to the grant coordinator for review as well as the certification form sent via DocHub for signature. Email sent to One Florida Bank requesting a funds transfer be made from our line of credit to our grant account.

8/22/2024 - Certification form signed by grant coordinator in person as he was unable to sign the document electronically. Transfer of funds recorded in QuickBooks, check printed and arrangements to obtain signatures made.

8/26/2024 - Signatures obtained from the chairman and the treasurer. Admin prepared lien release. Then a copy of the signed check and lien release were emailed to Southeast Site Services for processing.

8/27/2024 - Executed lien release received back from Southeast Site Services. Check placed in the mail. Once the check clears, the reimbursement request will be submitted to FAA via the DELPHI System.

**FDOT**

**Utility Improvements- Stormwater and Electrical**

8/15/2024 - FDOT funding for invoice # 127854 posted to our account.

8/16/2024 - Payment recorded in QuickBooks, check printed and lien release created. Arrangements to obtain signatures made.

8/19/2024 - Signatures obtained, lien release emailed to AVCON for processing and check mailed to AVCON’s corporate office.

8/20/2024 - Southeast Site Services pay application number 2 received from AVCON. FDOT portion of this request is $15,080.64. Documents reviewed by Admin for accuracy, certification form prepared, recorded in QuickBooks, and contacted the chairmen to sign required documents. AVCON Email forwarded to the grant coordinator for review as well as the certification form sent via DocHub for signature.

8/21/2024 - Documents signed by chairman.

8/22/2024 - Certification form signed by grant coordinator in person as he was unable to sign the document electronically.

8/29/2024 - Check number 1048 cleared our grant account.

9/3/2024 - FDOT portion of Southeast Site Services pay application number 2 submitted to agency for processing.

**Height Zoning Ordinance – NO ACTIVITY**

**Future Hangar Site Improvements – NO ACTIVITY**

**Design & Construct RSA, ROFA & OFZ Improvements**

9/3/2024 – AVCON Invoice 128224 in the amount of $ 5,496.70 received. Documents reviewed for accuracy and printed. Admin input into QuickBooks, prepared certification form and forwarded documents as well as the certification form to the grant coordinator for review.

9/4/2024 - The signed certification form received via email, chairman’s signature obtained on necessary documents and pay request submitted to FDOT for processing.