**GRANT ACTIVITY – JULY 2025**

**FAA**

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

**PAPI Light Replacement**

6/16/2025 - Admin received an electronic copy of the grant application and signature pages for this project. All signature pages printed, and arrangements made with chairman for signing.

6/17/2025 - The chairman signed all forms. Admin scanned in the documents and emailed back to AVCON. Later in the day, the admin realized two documents requiring signatures were missing. These documents were printed, and arrangements were made with the chairman for signing.

6/18/2025 - Chairman Locke signed the additional pages which were then scanned and emailed back to AVCON.

**Fencing Perimeter Improvements**

6/17/2025 - In reviewing the One Drive link provided by AVCON, Admin realized that the application and signature pages for this project were also ready for processing. Admin printed the signature pages and arrangements were made for the chairman to sign.

6/18/2025 - Chairman Locke signed all documents which were then scanned and emailed to AVCON.

**FDOT**

**Utility Improvements- Stormwater and Electrical**

6/9/2025 - The FDOT funds for AVCON invoice 129981 posted to our account.

6/10/2025 - Admin recorded payment in QuickBooks, prepared the lien release for AVCON to sign and printed payment. Admin also arranged for required signatures on the check by two authorized board members. A copy of the signed check and lien release emailed to AVCON for processing.

6/11/2025 - The payment was placed in the mail to AVCON’s corporate office.

6/14/2025 – The signed lien release received back from AVCON.

6/25/2025 - An email was sent to Admin with AVCON invoice # 130451 in the amount of $2,500.00 or the electrical vault portion of this project.

6/26/2025 – Admin opened the email for invoice #130451. A second email was received which included AVCON invoice # 130452 in the amount of $1,522.25 for the stormwater portion of this project. Admin reviewed documents related to both invoices for accuracy, made corrections as necessary, recorded invoices in QuickBooks, prepared certification forms for the grants coordinator’s signature. Both emails were forwarded with corrected forms and certification forms sent via DocHub. The signed certification forms were received back. The documents were then signed by the chairman.

6/27/2025 - The pay request for invoice # 130451 was scanned and emailed to FDOT for processing. The pay request for invoice # 130452 was scanned. However, this request will be held until the funds from FDOT are received, that payment has been cut, and that check has cleared our bank per FDOT established procedures.

**Height Zoning Ordinance –**

6/25/2025 - Admin received AVCON invoice # 130454 in the amount of $20,266.50. The documents were reviewed for accuracy, corrections made as needed, certification form prepared for the grants coordinator’s signature and recorded in QuickBooks. The email from AVCON was forwarded to the grants coordinator and the certification form was sent via DocHub. This form was returned promptly

6/26/2025 - Admin received AVCON invoice # 131014 in the amount of $24,975.00. The documents were reviewed for accuracy, corrections made as needed, certification form prepared for the grants coordinator’s signature and recorded in QuickBooks. The email from AVCON was forwarded to the grants coordinator and the certification form was sent via DocHub. This form was returned promptly. Admin also received the FDOT Project Certification and Acceptance Form from AVCON requesting that the chairman sign the form. This form along with the forms for both pay requests were then taken to the chairman for signature.

6/27/2025 - The pay request for invoice # 130454 was scanned and emailed to FDOT for processing. However, the request for invoice # 131014 will be held until the funds from FDOT are received for invoice # 130454, that payment has been cut and that check has cleared our bank per FDOT established procedures.

**Future Hangar Site Improvements**

6/25/2025 - Admin received AVCON invoice # 130453 in the amount of $13,552.87. The documents were reviewed for accuracy, corrections made as needed, certification form prepared for the grants coordinator’s signature and recorded in QuickBooks. The email from AVCON was forwarded to the grants coordinator and the certification form was sent via DocHub. This form was returned promptly.

6/26/2025 - The documents were taken to the chairman for signature.

6/27/2025 - The pay request for invoice # 130453 was scanned and emailed to FDOT for processing.

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

6/26/2025 - Admin received AVCON invoice # 130455 in the amount of $1,748.95. The documents were reviewed for accuracy, corrections made as needed, certification form prepared for the grants coordinator’s signature and recorded in QuickBooks. The email from AVCON was forwarded to the grants coordinator and the certification form was sent via DocHub. This form was returned promptly, and the documents were taken to the chairman for his signature.

6/27/2025 The pay request for invoice # 130455 was scanned and emailed to FDOT for processing.

**Fencing Improvements – Planning, Design and Construction**

6/26/2025 - Admin received AVCON invoice # 130460 in the amount of $44,952.20. The documents were reviewed for accuracy, corrections made as needed, certification form prepared for the grants coordinator’s signature and recorded in QuickBooks. The email from AVCON was forwarded to the grants coordinator and the certification form was sent via DocHub. This form was returned promptly, and the documents were taken to the chairman for his signature.

6/27/2025 The pay request for invoice # 130460 was scanned and emailed to FDOT for processing.

**Replace Navigation Aids - PAPI Lights, Etc. – Design**

6/18/2025 - An Executive Committee meeting was held to vote on Task Order # 07 approving the start of activity on this project.

**Water Storage Tank and Hydrant Improvements (NO ACTIVITY)**