**GRANT ACTIVITY – 4 JUNE 2024**

**FAA**

**Utility Improvements- Stormwater and Electrical**

5/20/2024 - Email received from Chastity Clark with FAA indicating that we need to submit a pay request before June 1, 2024. Admin forwarded email to AVCON.

5/30/2024 - Pay application number 1 from Southeast Site Services in the amount of $6,745.00 received this date. The FAA portion of this request is $4,926.78. Documents were reviewed for accuracy, corrections made as needed, the bills were entered in QuickBooks and documents printed. The grant coordinator certification form was prepared. Then documents and certification form were forwarded to coordinator for review and signing. Admin printed check from our operating account and arranged for signatures. Certification signed and returned via DocHub.

5/31/2024 - Signatures obtained from Chairman Locke and Secretary Statham on check. Lien release prepared. Email sent to Southeast Site Services requesting completed W9 form and certificate of insurance. These documents were received. A second email sent with the lien release and copy of check to be processed. Admin attempted to submit an invoice to FAA for reimbursement through the DELPHI system, but the account had been deactivated. The support desk was notified of the issue. Admin sent an email to Chastity Clark with FAA to inform her that Admin was awaiting access to the system and as soon as access was granted, the invoice would be processed.

6/3/2024 - Access to DELPHI restored. The invoice was submitted and approved.

**FDOT**

**Utility Improvements- Stormwater and Electrical**

5/16/2024 - Check number 1039 for AVCON Invoice # 126895 cleared our account.

5/17/2024 - Admin submitted pay request G2834-9 in the amount of $5,006.78 to FDOT for processing.

5/23/2024 - Funds received from FDOT. Payment recorded in QuickBooks, check number 1042 printed for payment of AVCON Invoice # 127358, lien release prepared, and signatures obtained.

5/24/2024 - Lien release and copy of check emailed to AVCON for processing and check mailed.

5/30/2024 - Pay application number 1 from Southeast Site Services in the amount of $6,745.00 received this date. The FDOT portion of this request is $1,818.22. The documents were reviewed for accuracy, corrections made as needed, bill entered QuickBooks and documents printed. The grant coordinator certification form was prepared. Then documents and certification form were forwarded to coordinator for review and signing. Certification signed and returned via DocHub.

5/31/2024 - Chairman signed required documents for pay request G2834-10. However, this cannot be submitted until check number 1042 clears our bank.

**Height Zoning Ordinance - NO ACTIVITY**

**Future Hangar Site Improvements - NO ACTIVITY**

**Design & Construct RSA, ROFA & OFZ Improvements - NO ACTIVITY**