**GRANT ACTIVITY – 7 AUGUST 2024**

**FAA**

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

**FDOT**

**Utility Improvements- Stormwater and Electrical**

7/03/2024 - Admin determined that check 1043 has been lost in the mail. Admin obtained banking information from Southeast Site Services so that an online payment could be made. Admin had to contact our bank to have the electronic payment method made available for this contractor.

7/10/2024 - The electronic payment method now available for Southeast Site Services. Admin scheduled the payment.

7/11/2024 - Admin received email from Southeast Site Services verifying that the payment was posted to their account.

7/12/2024 - AVCON Invoice 127530 in the amount of $18,145.57 was submitted to FDOT for processing.

7/15/2024 - Admin received AVCON Invoice 127854 in the amount of $7,488.65. Documents reviewed for accuracy and invoice recorded in QuickBooks. Grant certification form prepared. Email with pay request documents forwarded to Grants Coordinator and certification sent for signature via DocHub. This invoice cannot be processed until the payment for invoice 127530 has cleared our bank.

7/22/2024 – FDOT funding posted to our grant account for invoice 127530.

7/23/2024 - Check for payment of invoice 127530 was printed. Arrangements to obtain the necessary signatures on check made and lien release prepared.

7/25/2024 - A copy of the check and lien release forwarded to AVCON for processing. The physical check was mailed to AVCON’s corporate office in Orlando.

7/29/2024 - The executed lien release received back and filed in record.

7/31/2024 – Check 1044 cleared our grant account.

8/5/2024 - AVCON Invoice 127854 submitted to FDOT for processing.

**Height Zoning Ordinance –**

7/15/2024 - Admin received AVCON Invoice 127856 in the amount of $4,995.00 for processing. All documents were reviewed for accuracy, invoice recorded in QuickBooks and grant certification form prepared. Email forwarded to Grants’ Coordinator for review and certification from sent for signature via DocHub.

7/17/2024 - AVCON Invoice 127856 submitted to FDOT for processing.

7/23/2024 - FDOT funding posted to our grant account.

7/24/2024 - Check for payment of invoice 127856 was printed. Arrangements to obtain the necessary signatures on check made and lien release prepared.

7/25/2024 - A copy of the check and lien release forwarded to AVCON for processing. The physical check was mailed to AVCON’s corporate office in Orlando.

7/29/2024 - The executed lien release received back and filed in record.

7/31/2024 – Check 1045 cleared our grant account.

**Future Hangar Site Improvements –**

7/15/2024 - Admin received AVCON Invoice 127855 in the amount of $3,069.63 for processing. All documents were reviewed for accuracy, invoice recorded in QuickBooks and grant certification form prepared. Email forwarded to Grants’ Coordinator for review and certification from sent for signature via DocHub

7/17/2024 - AVCON Invoice 127855 submitted to FDOT for processing.

7/23/2024 - FDOT funding posted to our grant account.

7/24/2024 - Check for payment of invoice 127855 was printed. Arrangements to obtain the necessary signatures on check made and lien release prepared.

7/25/2024 - A copy of the check and lien release forwarded to AVCON for processing. The physical check was mailed to AVCON’s corporate office in Orlando.

7/29/2024 - The executed lien release received back and filed in record.

7/31/2024 – Check 1046 cleared our grant account.

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

7/17/2024 - Admin received AVCON Invoice 128122 in the amount of $16,490.10 for processing. All documents were reviewed for accuracy, invoice recorded in QuickBooks and grant certification form prepared. Email forwarded to Grants’ Coordinator for review and certification from sent for signature via DocHub

7/18/2024 - AVCON Invoice 128122 submitted to FDOT for processing.

7/24/2024 - FDOT funding posted to our grant account.

7/25/2024 - Check for payment of invoice 128122 was printed. Arrangements to obtain the necessary signatures on check made and lien release prepared.

7/25/2024 - A copy of the check and lien release forwarded to AVCON for processing. The physical check was mailed to AVCON’s corporate office in Orlando.

7/29/2024 - The executed lien release received back and filed in record.

7/31/2024 – Check 1047 cleared our grant account.