

JUD NEUFELD
CHAIR

JOHN P. BROWNING, JR.
BOARD MEMBER

WAYNE McCLAIN
BOARD MEMBER

MELISSA C. MILLER
BOARD MEMBER

KEN M. JOHNSON
BOARD MEMBER

DANA JONES
BOARD MEMBER

ARTHUR BILLINGSLEY
BOARD MEMBER

MARCIA G. CARTY, CPA, CGFO,
INTERIM CITY MANAGER
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

YUL McNAIR
AIRPORT MANAGER



AGENDA
ADVISORY BOARD MEETING
September 25, 2024 at 12:00 PM

1. CALL TO ORDER

- i. Roll Call
 - a) Introduction of the new Interim City Manager, Ms. Marcia Carty
- ii. Approval of Minutes May 2024

2. CHAIRMAN'S COMMENTS

3. PUBLIC COMMENTS

4. REGULAR BUSINESS

- i. DISCUSSION/RECOMMENDATION: Runway 9 Extension Study Project
- ii. DISCUSSION/DIRECTION: Skeet Range Lease and Operation
- iii. DISCUSSION: Annual Hangar Inspection Update
 - a) Handling of non-airworthy aircraft storage
 - b) Handling of unauthorized hangar storage for non-aeronautical items
- iv. DISCUSSION: Hangar Maintenance

5. AIRPORT UPDATE

- i. Financial Report August 2024
- ii. Business Report August 2024
- iii. Operations Report

6. CLOSING COMMENTS

NOTICES: ANY PERSON WISHING TO APPEAL ANY DECISION MADE AT THIS MEETING WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, AT THE APPLICANT'S EXPENSE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105.

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERKS OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

STAFF REPORT

DATE: September 25, 2024
TO: City of Palatka Airport Advisory Board
FROM: City Staff

APPLICATION REQUEST

Attached please find the Draft Minutes of the May Airport Advisory Board meeting for approval.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve as read.

ATTACHMENTS

1.	2024.05.22 Airport Board Minutes
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BOARD MEMBER

DANA JONES
BOARD MEMBER

TROY BELL, ICMA-CM
MPA, MS-Finance
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

YUL McNAIR
AIRPORT MANAGER



**MINUTES
CITY OF PALATKA
May 22, 2024**

1. CALL TO ORDER
 - a. Roll Call

Present:

Absent:

Mayor Roberta Correa (Commission liaison)
Airport Advisory Board Member Jud Neufeld
Airport Advisory Board Member John Browning, Jr.
Airport Advisory Board Member Wayne McClain
Airport Advisory Board Member Arthur Billingsley
Airport Advisory Board Member Melissa Miller
Airport Advisory Board Member Ken Johnson
Airport Advisory Board Member Dana Jones

Also Present: Troy Bell, City Manager; Yul McNair, Airport Manager; Sophia Smith, Airport Administrative Assistant; Jane West, City Attorney; Sunni Krantz, City Clerk; Jill Keiser, Finance Supervisor; Jayde Baggs, Project Manager/Grants Administrator; Andrew Holesko and Matt Singletary, Passero & Associates; Richard Nelson; Rick Cunningham; Warren Cilliers; Daniel Rust; Jeremy Alexander; Elizabeth van Rensburg

- i) Introduction of the new City Manager, Mr. Troy Bell

The Chair introduced the City Manager.

- b. Approval of Minutes January 3, 2024 meeting

Motion to Approve and amend the Minutes to include hangar maintenance updates and private hangar as agenda item by Airport Advisory Board Member McClain. Seconded by Airport Advisory Board Member Miller. The Motion Passed unanimously.

2. CHAIRMAN'S COMMENTS Chairman Neufeld opened meeting by welcoming all BOD members and Mr. Troy Bell, new City Manager. Mr. Johnson mentioned Passero Associates provided our lunch, so many thanks were given to them.

Chairman commented that 97 years ago yesterday, Charles Lindbergh flew the historic first solo nonstop flight from Long Island, NY to Paris, France. The Spirit of St. Louis is now in the National Aerospace Museum.

He said, "The airplane is the closest thing to real magic that we have."

3. PUBLIC COMMENTS No public comments.

4. REGULAR BUSINESS

a. PRESENTATION: Warren Cilliers, Cilliers Aviation LLC

Mr. Neufeld introduced Mr. Warren Cilliers, Cilliers Aviation. Mr. Cilliers said they've been at the airport for 8 years; they love Palatka and their business is growing. They have space issues; they have 2 hangars now, and they need 2 more. They plan to be a GA supporting center: avionics, repair work, welding, etc. He has investors who want to help them grow. They are primarily doing aerobatic planes now, wanting to go into GA. He is very interested in our projected developments. They want to be part of that development and need numbers to put a business plan together for investors. They are also planning to add a small place to both St. Augustine and Keystone, but their main hub will remain here. He jokingly added that the block now is his wife, so he needs numbers to convince her that it's a good idea.

Mr. Johnson asked where Mr. Cilliers was from (South Africa); Mr. Billingsley commented that he has had positive dealings with Mr. Cilliers for a number of years and applauded his efforts.

Mr. Neufeld complemented Mr. Cilliers. Mr. McNair commented that Mr. Cilliers is a true anchor to our facility and gave him high praise. He added that as we talk about development, Mr. Cilliers being in place is part of our foundation. The sky's the limit.

b. DISCUSSION: Flight School Expansion Request

Mr. Neufeld reminded the Board that part of their long-term planning has been to have a flight school in our facility. We have a flight school now that would like to expand to a larger facility, which may be available soon.

Mr. McNair discussed the situation when he arrived here regarding the flight school and facilities. He stated that the flight school is growing very quickly. Q.I. Roberts is now using FAP as their flight program provider, which is significantly increasing his administration and ops demand.

Mr. Rust stated that he approached the BOD five years ago about having a flight school here. He now has 4 instructors and a dispatcher; he had no idea the growth would be so fast. He was very complimentary of the airport as a whole, he is just jammed up with space. He has no room for his own office. He needs something and is addressing this group to see what options are available.

Mr. Neufeld said the BOD needs to discuss and come up with possibilities.

Mr. Jeff Nations is the current tenant of the former FBO building, which would be ideal for the flight school's need. Mr. Jeremy Alexander of Douglas Law Firm spoke on behalf of their client, Mr. Nations, saying there are some things that everyone will be aware of in the next 4 or 5 months that will be transformational. He's excited about the possibilities for Mr. Nation's business, reminding the BOD that they are making their payments. Mr. Bell asked for details on the current agreement regarding the facility with Mr. Nations. Mr. McNair said there is no executed agreement with Mr. Nations for the facility; there was a letter from his predecessor, but no executed agreement. The driver here is that this is an aeronautical facility. There is no documentation referencing any aeronautical use of the facility. Mr. Browning gave historical perspective on Mr. Nations and what he's brought to the table. Mr. Johnson asked what is the development Mr. Alexander referenced. Mr.

Alexander stated the land swap deal, and some future things he was not able to disclose.

Mr. Browning said people using the development will definitely be flying in and out. They all have big planes and big businesses. He has insight, stating that it's a new project that can't be disclosed. He said the BOD approved paperwork John Youell brought to them re: Nations and that facility, which they approved. He doesn't see how we can throw him out if he's paying his rent. No one knows how long that facility is under contract.

Mr. McNair stated again that his interest is that it be used for aeronautical purposes. He has seen no activity over there, which is aeronautical.

Mr. Bilingsley asked if perhaps a swap could be done. The square footage is about the same, so discussion ensued on plausibility. Mr. McNair stated the layout for the building was better for school because of offices, kitchenette, restrooms, etc.

Mr. Bell asked about the governing agreement: month to month, yearly, or what? Mr. Browning said John Youell brought him to the group because they couldn't rent the facility at that time. BOD thought there was a lease, but never saw it. He suggested Mr. Nations should be asked for documentation. Mr. Browning said Mr. Nations should be included in this conversation.

Ms. Jones talked about the prior attempt to rent that facility and doubted that an aeronautical use was required. If grant dollars purchased that building, there would be restrictions/limitations. Ms. Correa suggested to ask Mr. Youell about the agreement. Mr. Bell said we need to address the needs and try to accommodate both. A conversation would need to take place to discuss options. Ms. Correa says that might be an answer. Mr. Billingsley said we need to research swap and see if it's an idea.

Mr. Rust said years ago the building was in bad shape; he said to John Youell that he would be interested in that facility if it was fixed and would like to know when it was. Mr. Youell did not comply, although there are documented emails of their conversations.

Mr. Bell suggested perhaps a Hail Mary of collaborative use of both facilities.

Mr. McNair spoke to the City Airport Department's growth and the need for additional space for our services right now. Mr. Alexander said Mr. Nations would be interested in building his own facility if that was an option. Mr. Browning said we have to honor our word, regardless.

Mr. McClain asked the City to come back to the table with information/solutions.

Ms. Correa stated the BOD needs to meet again soon to address this. Mr. Browning stated files should be researched to make sure appropriate documentation/contracts exist for each.

c. DISCUSSION: Skeet Range Operation

Mr. McNair stated that he was recently made aware that the Palatka Skeet Club leases land from the City/Airport. This agreement has been in place for a long time at a rate of \$1 per year.

An appraisal of the property was received this last week; Mr Browning indicated it's time for an increase.

Mr Johnson gave insight to the BOD that it is a world class range. Mr Griffith advised that Mr Alex Sharp and Mr Terry French, of the skeet club, are aware that changes are imminent. Mr McClain advised this is an airport wide discussion and the skeet range is a part of the bigger discussion and recommended not piecemealing.

Mr Browning suggested that lessors should be invited to attend meetings where leases are to be discussed.

5. AIRPORT UPDATE

a. Finance Report May 2024

Ms Keiser recapped the financial report provided.

She spoke on the grants, advising that we are mid-cycle and could get grants any day. The operating net profit is positive.

Mr McNair spoke regarding the recent fuel tanks shut down with the self-serve being the number one generator of income. While down, there has been a 50% decrease in revenue. We slowed the bleed by getting an AV gas truck here, but the numbers reflect this tough experience.

The transfer from General is the City's funding given to the airport. Mr. McNair discussed the challenges faced in the past months with the fuel tanks down. There was a significant reduction in income, which is now being recovered.

b. Business Report

Mr McNair reported that hangars are at 100% occupancy. More T-hangars and some commercial hangars would be ideal.

He spoke on the active projects at the airport which are tied to grants coming in. Specifically, the taxiway E project would support the development of commercial hangars. We are mid-stream of environmental impact assessment. The assessment's projected completion date is in 6 months, at which point we will go back to the FAA with the findings and move on with the proposed projects from there. Moody Road access will be open to customers of the Jet Center and commercial land lease tenants.

Mr McNair then advised the BOD of the need to update the master plan for the airport, which will be a 2 year program.

c. Operations Report

Mr. McNair stated BOD will be receiving operations information updates via a new tool from FDOT. FDOT entered into a statewide contract with a company to count all landings and takeoffs for every airport in the state. The purpose is to assist GA airports in assessing whether landing fees are a plausible revenue source. The new report will provide much more information than before.

Mr. Bell wants to know how to monetize all those landings to add fuel.

6. CLOSING COMMENTS Meeting adjourned at 1:02p.

PROPOSED RUNWAY 9 EXTENSION TO THE WEST

- 1,000 FEET EXTENSION OF RUNWAY 9 AND PARALLEL TAXIWAY A

1000'

EXISTING AIRPORT PROPERTY LINE (EAPL)

PALELAND AIRPORT (PLA-10)

PALELAND AIRPORT (PLA-11)

PALELAND AIRPORT (PLA-12)

PALELAND AIRPORT (PLA-13)

PALELAND AIRPORT (PLA-14)

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2024 Hangar Maintenance Projects

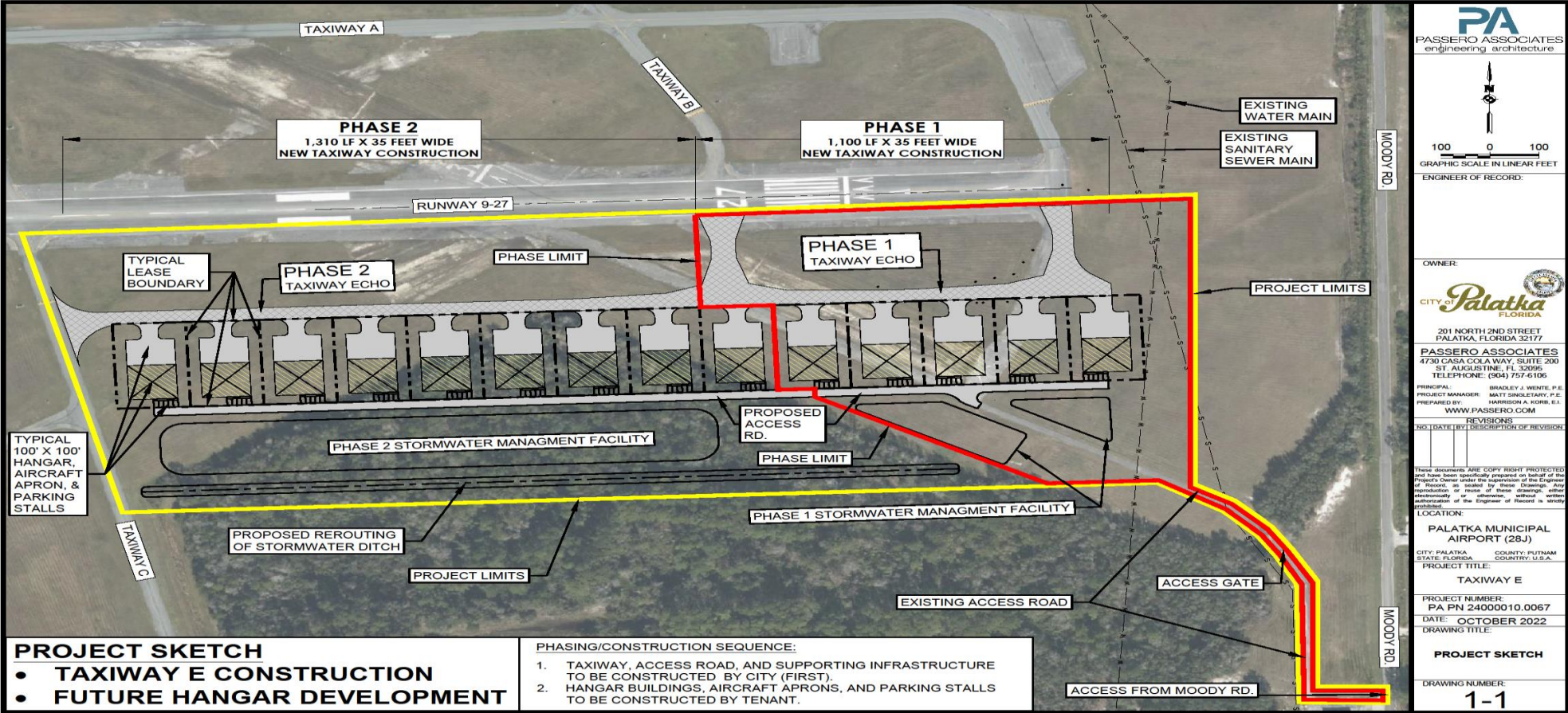
Facility	Project Description	Status
Hangar Building E3	Exterior Lighting Replacement	Completed
Hangar Building E5	Exterior Lighting Replacement	Completed
Hangar Building E5	Interior Lighting Replacement	Schedule Work
Hangar Building E7	Repair Urinals	Completed
Hangar Building E7	Exterior Lighting Replacement	Completed
Hangar Building 52	Repair Hydraulic Cylinder(s)	Completed
Hangar Building 60	Access Door Adjustment and Modification	Completed
Hydraulic Door Hangars	Assess and Service All Hydraulic Cylinders	Awaiting Updated Proposal
East and West Side Hangars	Preventative Maintenance Program	Awaiting Updated Proposal (Fiscal 2024-25)

Tree Obstruction Removal Project

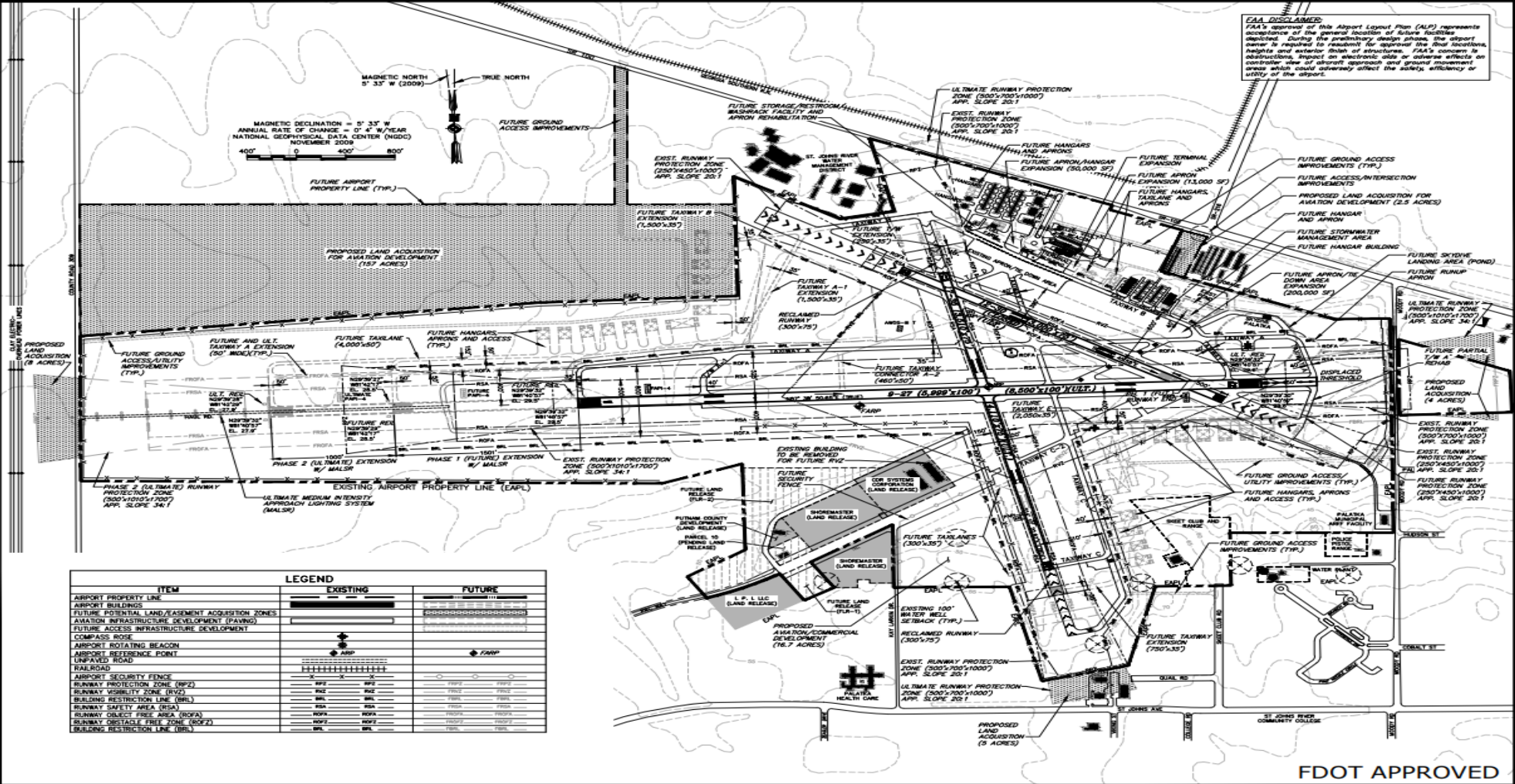




Taxiway E and Corporate Hangar Project



Master Plan Update Project



Passero Associates
Engineering Architecture
www.passero.com

ALP REVISIONS		
NO.	DESCRIPTION	DATE

City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

Passero Associates
Principal in Charge: Andrew M. Passero, C.E.
Project Manager: Andrew M. Passero, C.E.
Registered By: William Bond

AIRPORT LAYOUT PLAN

Airport Master Plan Update
Palatka Municipal Airport
County: Polk State: Florida

Project No.	24010.14
Drawing No.	3
Date	May, 2012

STAFF REPORT

DATE: September 25, 2024
TO: City of Palatka Airport Advisory Board
FROM: City Staff

APPLICATION REQUEST

Attached please find the Finance Report

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Airport P&L report August 2024 IN PROCESS
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AIRPORT PROFIT LOSS FOR THE MONTH ENDING AUGUST 2024

AIRPORT GRANT REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66% Yr Complete For Fiscal Year: 2024 / 8

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023_BUDGET	2023_REV_YTD	2024_BUDGET	CURRENT_MONTH AUGUST 2024	CURRENT_YTD AUGUST 2024	OUTSTANDING	AVAILABLE BUDGET	PERCENT REALIZED
FEDERAL GRANTS									
005-00-389-2-8102	FAA GENERAL AVIATION	-	59,000	-	-	-	-	-	0
005-00-389-2-8108	FAA TAXIWAY A REDI PHASE II WE	1,388,057	-	-	-	-	-	-	0
005-00-389-2-8109	FAA West Taxilanes & Apron Fed	72,234	72,234	755,061	5,034	738,673		16,388	97.82%
005-00-389-2-8110	Fed FAA Taxiway "E"cho	-	-	193,590	28,331	61,665		131,925	31.85%
TOTAL		1,460,291	131,234	948,651	33,364	800,338		148,313	84.00%
STATE GRANTS									
005-00-389-3-8000	RCO LEASE (BEACON GRANT)	500	627	-	-	570		(570)	0
005-00-389-3-8916	FDOT T Hangar G1383	728,695	1,112,133	-	-	-		-	0
005-00-389-3-8920	FDOT Taxiway A WEST, Phase II	-	-	16,104	-	-		16,104	0
005-00-389-3-8921	FDOT FUEL TRUCK PTGA G2340	242,000	-	242,000	-	240,000		2,000	99.17%
005-00-389-3-8922	FDOT West Taxilanes & Apron st	-	-	83,896	-	84,379		(483)	100.57%
005-00-389-3-8923	FDOT RWY 9 Obstruction Tree Re	-	-	575,000	166	38,161		536,839	6.63%
005-00-389-3-8924	FDOT Wildlife Hazard Assessmen	-	-	25,000	-	16,400		8,600	65.60%
005-00-389-3-8925	FDOT Bulk Hangar (W1-3) Apron	-	-	100,000	-	1,055		98,945	1.05%
005-00-389-3-8926	FDOT RWY 9/27 EXT feasibility	-	-	100,000	-	-		100,000	0
005-00-389-3-8927	FDOT Access Control & Gate Imp	-	-	100,000	1,161	6,856		93,144	6.85%
005-00-389-3-8928	FDOT CORPORATE	-	-	262,500	-	-		262,500	0
005-00-389-3-8929	FDOT Emergency Generators	-	-	250,000	142	2,642		247,358	1.05%
005-00-389-3-8930	FDOT TAXIWAY 'E'CHO	-	-	21,510	3,148	6,852		14,658	31.85%
TOTAL		971,195	1,112,760	1,776,010	4,616	396,914	-	1,379,096	22.00%
TOTAL GRANTS REVENUE		2,431,486	1,243,994	2,724,661	37,981	1,197,253	0	1,527,408	44.00%

AIRPORT CAPITAL/GRANT EXPENSES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66% Yr Complete For Fiscal Year: 2024 / 8

CAPITAL OUTLAY									
005-05-542-6-6305	FDOT T HANGAR G1383	728,695	662,866	-	-	-	-	-	0
005-05-542-6-6309	FDOT WEST TAXILANES & APRON ST	-	-	100,000	-	84,379	-	15,621	84.37%
005-05-542-6-6346	FAA West Taxilanes & Apron Cit	8,026	8,026	16,779	-	-	-	16,779	0
005-05-542-6-6400	CAPITAL OUTLAY	44,000	-	-	-	-	-	-	0
005-05-542-6-6450	CAPITAL IMPROVEMENTS	-	-	22,920	-	-	-	22,920	0

AIRPORT PROFIT LOSS FOR THE MONTH ENDING AUGUST 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH AUGUST 2024	CURRENT_YTD AUGUST 2024	OUTSTANDING	AVAILABLE BUDGET	PERCENT REALIZED
005-05-542-8-6303	FDOT Taxiway "E"CHO	-	-	21,510	3,148	6,852	14,658	-	31.85%
005-05-542-8-6304	FAA TAXIWAY A REDI PHASE II WE	1,388,057	-	-	-	-	-	-	0
005-05-542-8-6307	FDOT FUEL TRUCK PTGA G2340	242,000	-	242,000	-	240,000	-	2,000	99.17%
005-05-542-8-6308	FAA West Taxilanes & Apron Fed	72,234	72,234	755,061	5,034	738,673	16,303	85	97.82%
005-05-542-8-6310	Fed FAA Taxiway "E"cho	-	-	193,590	28,331	61,665	131,925	-	31.85%
005-05-542-8-6311	FDOT RWY 9 Obstruction Tree Re	-	-	575,000	166	38,161	35,205	501,634	6.63%
005-05-542-8-6312	FDOT Wildlife Hazard Assessmen	-	-	25,000	-	16,400	-	8,600	65.60%
005-05-542-8-6314	FDOT Bulk Hangar (W1-3) Apron	-	-	100,000	-	1,055	98,945	-	1.05%
005-05-542-8-6315	FDOT RWY 9/27 EXT feasibility	-	-	100,000	-	-	-	100,000	0
005-05-542-8-6316	FDOT Access Control & Gate Imp	-	-	100,000	1,161	6,856	3,298	89,846	6.85%
005-05-542-8-6317	AIRPORT FDOT CORPORATE HANGAR	-	-	262,500	-	-	-	262,500	0
005-05-542-8-6318	FDOT Emergency Generators	-	-	250,000	142	2,642	174,415	72,942	1.05%
TOTAL GRANT/CAPITAL EXPENSES		2,483,012	743,126	2,764,360	37,981	1,196,683	474,750	1,092,928	43.00%

NET RESULTS - GRANTS ACTIVITY	(51,526)	500,868	(39,699)	-	570	(474,750)	434,481	51.00%
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AIRPORT OPERATING REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66% Yr Complete For Fiscal Year: 2024 / 8

OPERATING REVENUES									
005-00-344-1-1010	100 LL AVIATION FUEL	630,000	520,342	630,000	23,575	227,295		402,705	36.07%
005-00-344-1-1020	JET A AVIATION FUEL	400,000	186,759	400,000	21,236	183,284		216,716	45.82%
005-00-344-1-1030	DONATIONS-FLY-IN EVENT	20,000	-	20,000	-	-		20,000	0
005-00-344-1-1200	TIE DOWN FEES/VEHICLE PARKING	3,500	3,644	4,000	448	4,610		(610)	115.25%
005-00-344-1-1400	VENDING	800	-	800	-	-		800	0
005-00-344-1-1700	AVIATION LUBRICANTS	2,000	2,126	2,000	42	1,888		112	94.41%
005-00-344-1-1800	MERCHANDISE SALES	1,500	469	1,000	75	907		93	90.70%
005-00-362-0-1000	HANGAR RENTALS	300,000	291,466	392,524	35,365	344,246		48,278	87.70%
005-00-362-0-1100	HANGAR MAINT FEE	19,200	17,392	19,200	1,792	19,366		(166)	100.86%
005-00-362-0-2000	LAND LEASE	4,000	37,380	4,000	425	4,590		(590)	114.73%
005-00-362-0-3000	BUILDING RENTAL	20,000	15,249	20,000	1,475	15,277		4,723	76.38%
TOTAL		1,401,000	1,074,828	1,493,524	84,433	801,465		692,059	54.00%

OTHER REVENUES									
005-00-365-0-0000	SURPLUS EQUIPMENT-AIRPORT	-	2,100	2,250	-	43,400		(41,150)	1928.88%
005-00-369-9-1000	MISCELLANEOUS REVENUES	2,000	4,097	3,500	359	7,613		(4,113)	217.51%
005-00-369-9-1001	E-PAYABLES REVENUE SHARE	250	525	300	-	488		(188)	162.56%
005-00-369-9-4000	INSURANCE CLAIMS - AIRPORT	-	13,194	-	-	-		-	0

AIRPORT PROFIT LOSS FOR THE MONTH ENDING AUGUST 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH AUGUST 2024	CURRENT_YTD AUGUST 2024	OUTSTANDING	AVAILABLE BUDGET	PERCENT REALIZED
	TOTAL	2,250	19,916	6,050	359	51,501		(45,451)	851.00%
	TRANSFERS								
005-00-381-0-0000	TRANSFER FROM GENERAL	459,340	-	284,340	23,695	260,645		23,695	91.66%
	TOTAL	459,340	-	284,340	23,695	260,645		23,695	92.00%
	LOAN PROCEEDS								
	TOTAL	-	-	-	-	-		-	0
	TOTAL REVENUES	1,862,590	1,094,745	1,783,914	108,487	1,113,610		670,304	51.00%
	CASH BALANCE FORWARD								
005-00-301-0-0000	OPERATING CASH BALANCE FORWARD	19,200	-	38,155	-	-		38,155	0
	TOTAL	19,200	-	38,155	-	-		38,155	0
	TOTAL OPERATING REVENUES	1,881,790	1,094,745	1,822,069	108,487	1,113,610	0	708,459	51.00%

AIRPORT OPERATING EXPENSES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 91.66% Yr Complete For Fiscal Year: 2024 / 8

	PERSONNEL SERVICES								
005-05-542-1-1100	EXECUTIVE SALARIES	88,188	78,112	92,186	11,057	86,406	-	5,780	93.72%
005-05-542-1-1200	REGULAR SALARIES	115,115	99,833	177,162	18,926	136,045	-	41,117	76.79%
005-05-542-1-1210	ACCRUED SALARIES	6,000	(3,711)	-	-	-	-	-	0
005-05-542-1-1300	OTHER SALARIES & WAGES	34,305	-	-	-	-	-	-	0
005-05-542-1-1400	OVERTIME	7,000	5,001	7,350	914	7,793	-	(443)	106.03%
005-05-542-1-2100	FICA TAX EXPENSE	18,512	13,525	21,167	2,292	17,037	-	4,130	80.48%
005-05-542-1-2200	RETIREMENT EXPENSE	55,989	48,967	82,959	6,676	53,302	-	29,657	64.25%
005-05-542-1-2300	HEALTH AND LIFE INSURANCE	8,011	5,751	8,364	1,957	15,654	-	(7,290)	187.16%
005-05-542-1-2400	WORKERS COMP	7,500	6,519	5,380	-	7,974	-	(2,594)	148.21%
	TOTAL	340,620	253,997	394,568	41,821	324,212	-	70,356	82.00%
	OPERATING EXPENSES								
005-05-542-3-3100	PROFESSIONAL SERVICES	4,000	692	29,500	10	16,562	17,205	(4,267)	56.14%
005-05-542-3-3120	PRE-EMPLOYMENT EXPENSE	1,000	448	1,000	95	150	-	850	14.95%
005-05-542-3-3200	ACCOUNTING AND AUDITING	5,600	5,541	5,287	-	5,165	-	122	97.69%
005-05-542-3-4020	SCHOOLING, CONFERENCE, ETC	2,500	1,450	5,000	314	926	1,353	2,721	18.52%

AIRPORT PROFIT LOSS FOR THE MONTH ENDING AUGUST 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH	CURRENT_YTD	OUTSTANDING	AVAILABLE	PERCENT
					AUGUST 2024	AUGUST 2024		BUDGET	REALIZED
005-05-542-3-4100	COMMUNICATIONS SERVICES	12,091	5,142	16,000	591	3,803	-	12,197	23.77%
005-05-542-3-4200	POSTAGE AND FREIGHT	300	250	300	167	167	11	122	55.68%
005-05-542-3-4310	NATURAL GAS	900	773	1,000	60	793	-	207	79.30%
005-05-542-3-4315	UTILITIES-WATER	8,000	5,752	8,000	583	7,431	-	569	92.88%
005-05-542-3-4320	ELECTRICITY	24,025	20,023	20,000	2,498	22,240	-	(2,240)	111.20%
005-05-542-3-4330	CREDIT CARD FEES	15,000	24,878	30,000	-	35	-	29,965	0.11
005-05-542-3-4400	RENTALS AND LEASES	10,200	6,372	11,700	665	11,520	107	73	98.46%
005-05-542-3-4500	LIABILITY INSURANCE	50,000	49,899	67,754	-	71,309	-	(3,555)	105.24%
005-05-542-3-4510	INSURANCE CLAIMS REIMBURSABLE	95,000	94,495	-	-	-	-	-	0
005-05-542-3-4610	BUILDING MAINTENANCE	14,500	9,267	25,000	674	8,804	1,120	15,076	35.21%
005-05-542-3-4615	HANGAR MAINTENANCE	30,000	4,575	30,000	800	4,171	-	25,830	13.90%
005-05-542-3-4620	EQUIPMENT/FIELD MAINTENANCE	45,000	26,199	28,500	3,953	21,129	2,551	4,820	74.13%
005-05-542-3-4630	VEHICLE MAINTENANCE	5,000	555	5,000	9	1,475	-	3,525	29.49%
005-05-542-3-4650	GROUPS LANDSCAPING	56,000	43,014	56,000	-	45,471	10,487	42	81.19%
005-05-542-3-4680	STORM CLEANUP/REPAIR	100	98	-	-	-	-	-	0
005-05-542-3-4800	ADVERTISING	2,500	-	5,000	-	-	-	5,000	0
005-05-542-3-4810	LEGAL ADVERTISING	1,000	508	1,000	-	304	561	135	30.38%
005-05-542-3-4900	FLY-IN EVENT-EXPENSES	10,000	-	20,000	-	-	-	20,000	0
005-05-542-3-5000	FEES & FINES	300	258	-	17	186	-	(186)	0
005-05-542-3-5100	OFFICE SUPPLIES	1,000	735	1,500	-	810	-	690	53.99%
005-05-542-3-5170	100LL FUEL	506,550	439,781	532,500	-	248,079	6,702	277,719	46.58%
005-05-542-3-5180	JET A FUEL	206,000	84,446	294,000	-	131,646	47,591	114,764	44.77%
005-05-542-3-5210	GAS AND LUBRICANTS	2,500	1,050	2,500	175	1,842	-	658	73.67%
005-05-542-3-5220	GENERAL MERCHANDISE	5,000	3,068	5,000	670	3,675	-	1,325	73.49%
005-05-542-3-5230	JANITORIAL SUPPLIES	4,000	1,884	2,500	-	1,225	65	1,210	49.00%
005-05-542-3-5260	UNIFORMS	500	341	500	-	-	-	500	0
005-05-542-3-5280	OPERATING SUPPLIES	8,500	4,928	6,000	467	2,254	300	3,446	37.56%
005-05-542-3-5400	MEMBR,SUBSCRIPT,DUES	6,800	1,885	6,800	60	2,306	120	4,374	33.91%
TOTAL		1,133,866	838,307	1,217,340	11,806	613,478	88,171	515,692	50.00%
DEBT SERVICE									
005-05-517-7-7111	PRINCIPAL-SERIES 2013C TERMINA	83,000	42,000	-	-	-	-	-	0
005-05-517-7-7121	PRINCIPAL-SERIES 2013B T-HANGA	50,000	25,000	-	-	-	-	-	0
005-05-517-7-7140	PRINCIPAL-AIRPORT VEHICLE	5,406	5,298	5,395	-	5,395	-	0	99.99%
005-05-517-7-7211	INTEREST-SERIES 2013C TERMINAL	1,576	1,055	-	-	-	-	-	0
005-05-517-7-7221	INTEREST-SERIES 2013B T-HANGAR	1,407	938	-	-	-	-	-	0
005-05-517-7-7240	INTEREST-AIRPORT VEHICLE	350	246	149	-	149	-	(0)	100.04%
TOTAL		141,739	74,537	5,544	-	5,544	-	0	100.00%

AIRPORT PROFIT LOSS FOR THE MONTH ENDING AUGUST 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH AUGUST 2024	CURRENT_YTD AUGUST 2024	OUTSTANDING	AVAILABLE BUDGET	PERCENT REALIZED
	TOTAL EXPENDITURES	1,616,225	1,166,840	1,617,452	53,627	943,234	88,171	586,048	49.00%
	TRANSFERS, CONT, RESERVES								
005-05-542-9-9100	REIMB GENERAL FUND-ADMIN EXP	213,239	100,051	164,918	13,743	151,175	-	13,743	91.66%
005-05-542-9-9501	BAD DEBT EXPENSE	800	-	-	-	-	-	-	0
	TOTAL	214,039	100,051	164,918	13,743	151,175	-	13,743	92.00%
	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	1,830,264	1,266,891	1,782,370	67,371	1,094,409	88,171	599,791	50.00%
	NET RESULTS - OPERATING ACTIVITY	51,526	(172,146)	39,699	41,117	19,201	(88,171)	108,668	
	NET RESULTS - AIRPORT	-	328,722	-	41,117	19,771	(562,921)	543,148	

STAFF REPORT

DATE: September 25, 2024
TO: City of Palatka Airport Advisory Board
FROM: City Staff

APPLICATION REQUEST

Please see the attached Business Report

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	AAB Business Report September 2024 Final
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Airport Advisory Board Meeting September 2024



Table Of Contents

- 1. AV100LL Fuel Gallons and Revenues**
- 2. Jet-A Fuel Gallons and Revenues**
- 3. Hangar Rental Revenues**
- 4. Miscellaneous Revenues**
- 5. Total Revenues**
- 6. Active Projects Update**



AVGAS FUEL

REVENUE CATEGORY	August 2023		August 2024	
	Gal. Sold	Rev. Generated	Gal. Sold	Rev. Generated
AV100LL	7,478	\$39,341	4,365	\$23,575



JET-A-FUEL

REVENUE CATEGORY	August 2023		August 2024	
	Gal. Sold	Rev. Generated	Gal. Sold	Rev. Generated
JET-A	2,853	\$15,046	3,626	\$21,236



HANGAR REVENUES

REVENUE CATEGORY	August 2023		August 2024	
Hangar	Occupancy	Rev. Generated	Occupancy	Rev. Generated
	100%	\$28,059	100%	\$34,980



MISCELLANEOUS REVENUES

REVENUE CATEGORY	August 2023		August 2024	
MISCELLANEOUS	Hangar Maintenance	\$1,816	Hangar Maintenance	\$1,766
	Tie Downs	\$1,000	Tie Downs	\$448
	Land Lease	\$340	Land Lease	\$425
	Building Rentals	\$1,402	Building Rentals	\$1,475
	Aviation Lubricants	\$237	Aviation Lubricants	\$42
	Misc. Revenues	\$96	Misc. Revenues	\$431
	\$4,890		\$4,588	



TOTAL REVENUES



REVENUE CATEGORY	August 2023	August 2024
TOTAL REVENUES	\$87,336	\$84, 379



ACTIVE PROJECTS

- 1. Taxilanes and Fueling Apron Rehabilitation Project (95% Complete)**
- 2. Wildlife Hazard Site Visit Project (100% Complete)**
- 3. Tree Obstruction Removal Project (50% Complete)**
- 4. Emergency Generators (75% Complete)**
- 5. Taxiway E-Environmental (50% Complete)**
- 6. Airport Master Plan Update (10% Complete)**
 - a. AGIS Survey**
 - b. Exhibit A Property Map**
- 7. Security/Gate Access Upgrade (10% Complete)**

Operations Report

STAFF REPORT

DATE: September 25, 2024
TO: City of Palatka Airport Advisory Board
FROM: City Staff

APPLICATION REQUEST

Please see the attached Operations Activity Report that follows this Summary Sheet.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Operations Activity Report
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Airport Operations

Snapshot Local Time

Start Date05/01/2024 00:00 LT

End Date09/18/2024 23:59 LT

Creation09/19/2024 08:41

Userk28j=airport

Customer IDK28J

Summary

Landings		Take-Offs		Totals	
Single Engine	11361	Single Engine	11288	Single Engine	22649
Single Engine Turbine	290	Single Engine Turbine	287	Single Engine Turbine	577
Multi Engine	2331	Multi Engine	2301	Multi Engine	4632
Multi Engine Turbine	9	Multi Engine Turbine	9	Multi Engine Turbine	18
Business Jet	31	Business Jet	31	Business Jet	62
Helicopter	35	Helicopter	16	Helicopter	51
Military	45	Military	48	Military	93
Military Helicopter	131	Military Helicopter	89	Military Helicopter	220
Light Sport Aircraft	112	Light Sport Aircraft	110	Light Sport Aircraft	222
Other	22	Other	13	Other	35
TOTAL	14367	TOTAL	14192	TOTAL	28559

FAA AAC/ADG Summary

Landings		Take-Offs		Totals	
A1	13865	A1	13762	A1	27627
A2	18	A2	20	A2	38
B1	28	B1	28	B1	56
B2	22	B2	22	B2	44
B4	5	B4	5	B4	10
C1	2	C1	2	C1	4
C2	5	C2	5	C2	10
D2	1	D2	1	D2	2
HEL	159	HEL	101	HEL	260
UKN	262	UKN	246	UKN	508
TOTAL	14367	TOTAL	14192	TOTAL	28559

Operations by Aircraft Type

Single Engine		Single Engine Turbine		Multi Engine		Multi Engine Turbine		Business Jet		Jet 2		Jet NB		Jet 4		Jet WB		Helicopter	
7ECA	28	C208	1	B50	8	BE20	4	C25A	2									B06	7
AA1A	70	P750	486	B58	2	BE9L	8	C25C	2									B407	4
AA1B	2	PA46	18	B60	2	C441	2	C501	2									B47G	1
AA5A	9	PC12	37	BE55	16	MU2	2	C510	12									EC35	4
AcroSportII	10	T34P	1	BE58	16	SA227	2	C525	2									H500	1
AG5B	2	TBM7	16	BE76	26			C68A	20									H60	2

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Single Engine	Single Engine Turbine	Multi Engine	Multi Engine Turbine	Business Jet	Jet 2	Jet NB	Jet 4	Jet WB	Helicopter
AL11	1	TBM8 2	C310 47	C700 4					M171 2
AL3	16	TBM9 16	C414 4	E55P 2					MD369 1
B23	10		DA42 3757	FA20 2					MFG TEMP 6
B33	4		PA23 13	GLF4 2					OH58A 10
B36	18		PA30 4	Hawker900 6					S269C 11
B45	14		PA31 12	LJ31 2					S92 2
BE33	4		PA34 479	LJ60 4					
BE35	70		PA44 238						
BE36	82		Others 8						
BRISTELL	8								
C140	2								
C150	307								
C152	495								
C170	8								
C172	16321								
C175	2								
C177	210								
C182	680								
C195	2								
C206	8								
C210	25								
CH750	8								
CH7A	1								
CH7B	8								
CJ6	5								
COL3	30								
COZY	4								
CTSW	2								
Cub	6								
DA20	4								
DA40	56								
E300	25								
EA300	31								
EA-300	5								
ERCO	10								
Extra	25								
F1Rocket	2								
Forney1	2								
G-202	1								
GB1	15								
Giles202	2								

Airport Operations

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Single Engine		Single Engine Turbine	Multi Engine	Multi Engine Turbine	Business Jet	Jet 2	Jet NB	Jet 4	Jet WB	Helicopter
Glasair	106									
GLASSAIR 3	11									
Glstar	2									
GS2	6									
Kitfox	2									
LAKE	2									
LASER Z2300	2									
LS1	3									
LSA	6									
M20	108									
MDL101	5									
O1	3									
P2008	2									
P2010	2									
PA18	4									
PA24	22									
PA28	2448									
PA32	66									
PA38	2									
PA46	12									
PANTHER LS	4									
Pipistrel	14									
Q11E	4									
RV10	56									
RV12	27									
RV14	132									
RV4	24									
RV6	34									
RV7	25									
RV8	15									
RV9	32									
S2A	30									
S6S	4									
SPA PANTHER	6									
SPORTSMAN	1									
SR20	327									
SR22	72									
Stinson	2									
SUPER PETREL LS	2									

Airport Operations

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Single Engine	Single Engine Turbine	Multi Engine	Multi Engine Turbine	Business Jet	Jet 2	Jet NB	Jet 4	Jet WB	Helicopter
T28	1								
T6	37								
Velocity	1								
VO10	24								
WOOLEY	5								
Others	306								

Military		Military Helicopter		Light Sport Aircraft		Glider		UAV		Blimp		Balloon		GND Emergency		GND Vehicle A		Other	
C130	10	AS65	85	AlphaTrainer	21													Others	35
Others	83	EC45	2	CH750	4														
		H60	112	Sonex	116														
		Others	21	Stingsport	4														
				SuperPetrel	77														

Activity Summary

LANDING RWY 09	6994
LANDING RWY 17	729
LANDING RWY 27	6454
LANDING RWY 35	190
TAKEOFF RWY 09	6779
TAKEOFF RWY 17	728
TAKEOFF RWY 27	6520
TAKEOFF RWY 35	165
T&G RWY 09	2826
T&G RWY 17	300
T&G RWY 27	2624
T&G RWY 35	63

This report was generated using sensors monitoring aircraft operations at the selected airport and may not contain aircraft that do not have ADS-B. Airports that have multiple sensors deployed will also feature aircraft fitted with transponders only. The information presented is correct to the best of our knowledge from available sensors at the time: Les Goldsmith, President VirTower LLC