

JUD NEUFELD
CHAIR

ARTHUR BILLINGSLEY
BOARD MEMBER

JOHN P. BROWNING, JR.
BOARD MEMBER

WAYNE McCLAIN
BOARD MEMBER

MELISSA C. MILLER
BOARD MEMBER

KEN M. JOHNSON
BOARD MEMBER

DANA JONES
BOARD MEMBER

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

JANE WEST, ESQ.
CITY ATTORNEY

YUL McNAIR
AIRPORT MANAGER



AGENDA
ADVISORY BOARD MEETING
May 22, 2024 at 12:00 PM

1. CALL TO ORDER

- a. Roll Call
 - i) Introduction of the new City Manager, Mr. Troy Bell
- b. Approval of Minutes January 3, 2024 meeting

2. CHAIRMAN'S COMMENTS

3. PUBLIC COMMENTS

4. REGULAR BUSINESS

- a. PRESENTATION: Warren Cilliers, Cilliers Aviation LLC
- b. DISCUSSION: Flight School Expansion Request
- c. DISCUSSION: Skeet Range Operation

5. AIRPORT UPDATE

- a. Finance Report May 2024
- b. Business Report
- c. 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: May 22, 2024
TO: City of Palatka Airport Advisory Board
FROM: City Staff

APPLICATION REQUEST

Clerk requests approval of the Minutes from January 3, 2024 meeting

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve as read.

ATTACHMENTS

1.	2024.01.03
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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



**PALATKA
MUNICIPAL**

AIRPORT

Lt. Jasper Kennedy "Kay" Larkin
Field (28J)

Advisory Board Meeting

Minutes

January 3, 2024

Jonathan C. Griffith

Interim City Manager

Jane West, Esq.

City Attorney

Yul McNair

Airport Manager

The minutes of the proceedings of the regular meeting of the Airport Advisory Board meeting held on January 3, 2024, at Palatka Municipal Airport, 4015 Reid St., Palatka, FL 32177. The meeting begins at 17 minutes 58 seconds on the YouTube recording: <https://www.youtube.com/watch?v=4PeaQz-Ski4> In accord with the State of Florida's retention schedule, this link will expire after two years.

1. Welcome of Guests and Call to Order at 12:00 PM

a. Swearing in Ceremony - Arthur Billingsley

The Clerk administered the Oath of Office to Arthur Billingsley. Mr. Billingsley introduced himself. He has been a pilot for 50 years +/- . He is an engineering consultant for the U.S. Defense Department and flies his airplane to Washington D.C. regularly.

b. Roll Call

Jud Neufeld, Chair	- Present
John Browning, Board Member	- Present
Wayne McClain, Board Member	- Present
Melissa Miller, Board Member	- Present
Ken Johnson, Board Member	- Not present
Dana Jones, Board Member	- Present
Arthur Billingsley, Board Member	- Present
Robbi Correa, Mayor, Commission liaison	- Present

Also present: Jonathan Griffith, Interim City Manager; Marcia Carty, Finance Director; Jane West, City Attorney; Sunni Krantz, City Clerk; Yul McNair, Airport Manager; Sophia Smith, Airport Administrative Assistant; Jayde Baggs, Project Manager/Grants Administrator; Elizabeth van Rensburg; Matt Singletary, Passero & Associates; Richard Nelson; Rick Cunningham

c. Approval of Minutes of November 1, 2023 Meeting

Motion to approve by Ms. Jones. Second by Mr. Browning. Motion passed unanimously.

2. Chairman's Comments

Chair Neufeld expressed appreciation for everyone's service and support of the airport.

3. Public Comments

The floor was opened to public comment. Hearing none, the floor was closed to public comment.

4. Regular/Public Business

a. RECOMMENDATION - Change date of Airport Advisory Board Meeting

Mr. McNair expressed Staff feels it would be better to push the meeting to later in the month. This would enable Airport Staff and the Finance Department to prepare the financial reports for the prior month. Ms. Jones recommended the 4th Wednesday of the month. The consensus of the board agreed. February 27th will be the next meeting date.

5. Airport Update

a. Proposals for airport leases appraisals.

Mr. Griffith advised the City has obtained two proposals for appraisal services. His recommendation is to proceed with the appraisal services of Cooksey and Associates (the low bidder). A benefit of the appraisal will be able to back up our ground leases. Mr. Griffith advised there is another area to include in the scope of work. The item will be taken to the Commission. Mr. McClain noted when this comes back it will bring revenue to the Airport.

b. Airport land release/acquisition.

Mr. Griffith updated the board, the City Commission approved a land swap between the City and Mr. Jeff Nations. The area the City will be conveying to Mr. Nations from the Airport has been released by the Federal Aviation Administration. Within the property being conveyed to Mr. Nations, is the old, abandoned runway outside of the fence. The City will retain a 60 ft strip of his property (to be a platted right of way). The Utility Fund must buy a portion of land from the Airport Enterprise Fund for it to be a Public Works site. The results of the land swap will be that the airport ends up with money in the bank and additional acreage. Mr. Griffith clarified this is not a through-the-fence transaction, where Mr. Nations could land and go into his property. This will be a light industrial development outside the (airport) fence. Mr. Griffith advised the due diligence period will end on January 11.

c. Financial Report November 2023

Ms. Carty presented the airport financials ending Nov. 2022 (see handout). The Finance Department is transferring pro-rata from the General Fund to the Airport Enterprise Fund through the year what has been budgeted to transfer. In the past it was transferred in one lump. Mr. Griffith advised the pro-rata transfer will continue until we get further along in the year.

d. Business Report

Mr. McNair presented a business report. He expressed AVGas fuel sales have been impacted by the Airport's fuel tanks being offline. The AVgas services are limited. We have 2 12,000 tanks (one for AVgas and one for Jet A) AVgas was primarily self-serviced. We used the storage tank for Jet A for storage for a 3,000-gallon truck. We were able to use a truck for AVgas to minimize the impact on our customers.

Mr. McNair expressed hangar rate adjustment began on November 1.

Discussion commenced regarding maintenance of the hangars. Mr. McClain asked for the balance in the maintenance fund. He expressed concern on the maintenance of the front entrance. Chair Neufeld expressed concern of the maintenance (painting the white trim and scraping) of some of the older hangars. Mr. Browning suggested the maintenance begin with the front gates and move back. Mr. Browning pointed out there is \$30,000 for hangar maintenance that has not been spent from this budget.

Mr. McNair spoke on upcoming projects. We will have a formal program handling the airport wildlife.

6. Closing Comments

Nothing further.

Motion to adjourn at 1:00 PM by Mr. McClain.

Finance Report May 2024

The report details the revenue and expenses into two categories - grants/capital and operating.

STAFF REPORT

DATE: May 22, 2024
TO: City of Palatka Airport Advisory Board
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

At each meeting, the Airport Board reviews and discusses the financial status of the airport's operations.

PROJECT ANALYSIS

Staff Recommendation

Review and accept report.

ATTACHMENTS

1.	Projected Airport Grant Revenues
2.	Airport April 2024 Financial Report

**CITY OF PALATKA
AIRPORT FUND
BREAKDOWN OF GRANT REVENUES EXPECTED TO BE REALIZED FROM APRIL TO SEPTEMBER 2024**

Account Number	Description	Adjusted Budget	YTD Amount- 04/30/24	Balance not Realized as of 04/30/2024	Expected Earnings by 09/30/2024	Projected Completion Percentage 09/30/2024
005-00-389-3-8000	RCO LEASE (BEACON GRANT)		\$0			
005-00-389-3-8920	FDOT Taxiway A WEST, Phase II	\$16,104	\$0	\$16,104	\$0	0.0%
005-00-389-3-8921	FDOT FUEL TRUCK PTGA G2340	\$242,000	\$0	\$242,000	\$242,000	100.0%
005-00-389-3-8922	FDOT West Taxilanes Apron state	\$83,896	\$9,925	\$73,971	\$83,896	100.0%
005-00-389-3-8923	FDOT RWY 9 Obstruction Tree Removal state	\$575,000	\$0	\$575,000	\$250,000	43.5%
005-00-389-3-8924	FDOT Wildlife Hazard Assessment state	\$25,000	\$0	\$25,000	\$25,000	100.0%
005-00-389-3-8925	FDOT Bulk Hangar (W1-3) Apron Rehab state	\$100,000	\$0	\$100,000	\$25,000	25.0%
005-00-389-3-8926	FDOT RWY 9/27 EXT feasibility Study state	\$100,000	\$0	\$100,000	\$0	0.0%
005-00-389-3-8927	FDOT Access Control Gate Improv state	\$100,000	\$0	\$100,000	\$30,000	30.0%
005-00-389-3-8928	FDOT CORPORATE	\$262,500	\$0	\$262,500	\$10,000	3.8%
005-00-389-3-8929	FDOT Emergency Generators	\$250,000	\$0	\$250,000	\$75,000	30.0%
005-00-389-3-8930	FDOT TAXIWAY 'E'CHO	\$21,510	\$0	\$21,510	\$21,510	100.0%
Totals		\$1,776,010	\$9,925	\$1,766,085	\$762,406	42.9%

AIRPORT FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2024

ACCOUNT_NUMB ER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_M ONTH REVENUES	CURRENT_YTD REVENUES	ENCUMBRANCE	UNREALIZED	PERCENT REALIZED
AIRPORT REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 58.33 % Yr Complete For Fiscal Year: 2024 / 4									
OPERATING REVENUES									
005-00-344-1-1010	100 LL AVIATION FUEL	\$630,000	\$332,847	\$630,000	\$21,483	\$119,023		\$510,977	18.89%
005-00-344-1-1020	JET A AVIATION FUEL	\$400,000	\$137,541	\$400,000	\$13,302	\$114,649		\$285,351	28.66%
005-00-344-1-1030	DONATIONS-FLY-IN EVENT	\$20,000	\$0	\$20,000	\$0	\$0		\$20,000	0.00%
005-00-344-1-1200	TIE DOWN FEES/VEHICLE PARKING	\$3,500	\$2,342	\$4,000	\$693	\$3,046		\$954	76.14%
005-00-344-1-1400	VENDING	\$800	\$0	\$800	\$0	\$0		\$800	0.00%
005-00-344-1-1700	AVIATION LUBRICANTS	\$2,000	\$927	\$2,000	\$135	\$841		\$1,159	42.05%
005-00-344-1-1800	MERCHANDISE SALES	\$1,500	\$142	\$1,000	\$0	\$391		\$609	39.05%
005-00-362-0-1000	HANGAR RENTALS	\$308,026	\$180,146	\$392,524	\$31,677	\$214,052		\$178,472	54.53%
005-00-362-0-1100	HANGAR MAINT FEE	\$19,200	\$10,777	\$19,200	\$1,825	\$12,201		\$6,999	63.54%
005-00-362-0-2000	LAND LEASE	\$4,000	\$2,377	\$4,000	\$850	\$2,890		\$1,110	72.23%
005-00-362-0-3000	BUILDING RENTAL	\$20,000	\$10,467	\$20,000	\$1,475	\$10,252		\$9,748	51.26%
TOTAL		\$1,409,026	\$677,565	\$1,493,524	\$71,440	\$477,344		\$1,016,180	32.00%
OTHER REVENUES									
005-00-365-0-0000	SURPLUS EQUIPMENT-AIRPORT	\$0	\$0	\$2,250	\$0	\$0		\$2,250	0.00%
005-00-369-9-1000	MISCELLANEOUS REVENUES	\$2,000	\$2,132	\$3,500	\$435	\$5,366		-\$1,866	153.32%
005-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$250	\$210	\$300	\$0	\$324		-\$24	108.15%
005-00-369-9-4000	INSURANCE CLAIMS - AIRPORT	\$0	\$13,194	\$0	\$0	\$0		\$0	0.00%
TOTAL		\$2,250	\$15,535	\$6,050	\$435	\$5,691		\$359	94.00%
TRANSFERS									
005-00-381-0-0000	TRANSFER FROM GENERAL	\$459,340	\$0	\$284,340	\$23,695	\$165,865		\$118,475	58.33%
TOTAL		\$459,340	\$0	\$284,340	\$23,695	\$165,865		\$118,475	58.00%
TOTAL OPERATING REVENUES		\$1,870,616	\$1,560,362	\$1,783,914	\$95,570	\$648,899		\$1,135,015	15.00%
CASH BALANCE FORWARD									
005-00-301-0-0000	OPERATING CASH BALANCE FORWAI	\$19,200	\$0	\$38,155	\$0	\$0		\$38,155	0.00%
TOTAL		\$19,200	\$0	\$38,155	\$0	\$0		\$38,155	0.00%
TOTAL REV, TRFS & CASH BALANCE		\$1,889,816	\$1,560,362	\$1,822,069	\$95,570	\$648,899		\$1,173,170	15.00%

AIRPORT FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2024

ACCOUNT_NUMB ER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 EXP_YTD	2024_BUDGET	CURRENT_M ONTH EXPENSES	2024 EXP_YTD	ENCUMBRANCE	UNREALIZED	PERCENT REALIZED
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AIRPORT EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 58.33 % Yr Complete For Fiscal Year: 2024 / 4

OPERATING EXPENSES

PERSONNEL SERVICES

005-05-542-1-1100	EXECUTIVE SALARIES	\$88,188	\$51,292	\$92,186	\$6,973	\$52,440	\$0	\$39,746	56.88%
005-05-542-1-1200	REGULAR SALARIES	\$115,115	\$61,080	\$177,162	\$11,004	\$81,638	\$0	\$95,524	46.08%
005-05-542-1-1210	ACCRUED SALARIES	\$6,000	-\$3,711	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-542-1-1300	OTHER SALARIES & WAGES	\$34,305	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-542-1-1400	OVERTIME	\$7,000	\$3,638	\$7,350	\$500	\$6,593	\$0	\$757	89.70%
005-05-542-1-2100	FICA TAX EXPENSE	\$18,512	\$8,539	\$21,167	\$1,365	\$10,401	\$0	\$10,766	49.13%
005-05-542-1-2200	RETIREMENT EXPENSE	\$55,989	\$32,550	\$82,959	\$4,168	\$33,363	\$0	\$49,596	40.21%
005-05-542-1-2300	HEALTH AND LIFE INSURANCE	\$8,011	\$3,781	\$8,364	\$1,305	\$9,784	\$0	-\$1,420	116.97%
005-05-542-1-2400	WORKERS COMP	\$7,500	\$4,678	\$5,380	\$1,009	\$6,233	\$0	-\$853	115.84%

TOTAL

\$340,620 \$161,846 \$394,568 \$26,324 \$200,452 \$0 \$194,116 51.00%

OPERATING EXPENSES

005-05-542-3-3100	PROFESSIONAL SERVICES	\$4,000	\$652	\$29,500	\$237	\$882	\$11,545	\$73	2.98%
005-05-542-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,000	\$295	\$1,000	\$0	\$0	\$0	\$1,000	0.00%
005-05-542-3-3200	ACCOUNTING AND AUDITING	\$5,600	\$0	\$5,287	\$3,209	\$3,209	\$1,956	\$122	60.69%
005-05-542-3-4020	SCHOOLING, CONFERENCE, ETC	\$2,500	\$0	\$5,000	\$0	\$341	\$25	\$4,634	6.81%
005-05-542-3-4100	COMMUNICATIONS SERVICES	\$12,091	\$3,677	\$16,000	\$365	\$2,329	\$0	\$13,671	14.55%
005-05-542-3-4200	POSTAGE AND FREIGHT	\$300	\$0	\$300	\$0	\$0	\$0	\$300	0.00%
005-05-542-3-4310	NATURAL GAS	\$900	\$536	\$1,000	\$0	\$507	\$0	\$493	50.65%
005-05-542-3-4315	UTILITIES-WATER	\$8,000	\$3,754	\$8,000	\$756	\$4,867	\$0	\$3,133	60.83%
005-05-542-3-4320	ELECTRICITY	\$24,025	\$11,043	\$20,000	\$1,985	\$12,843	\$0	\$7,157	64.21%
005-05-542-3-4330	CREDIT CARD FEES	\$15,000	\$17,555	\$30,000	\$0	\$35	\$0	\$29,965	0.11%
005-05-542-3-4400	RENTALS AND LEASES	\$10,200	\$230	\$10,200	\$36	\$9,249	\$249	\$702	90.67%
005-05-542-3-4500	LIABILITY INSURANCE	\$50,000	\$39,234	\$67,754	\$0	\$55,825	\$0	\$11,929	82.39%
005-05-542-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$95,000	\$66,090	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-542-3-4610	BUILDING MAINTENANCE	\$14,500	\$4,639	\$25,000	\$860	\$5,527	\$1,218	\$18,255	22.10%
005-05-542-3-4615	HANGAR MAINTENANCE	\$30,000	\$125	\$30,000	\$0	\$471	\$0	\$29,530	1.56%
005-05-542-3-4620	EQUIPMENT/FIELD MAINTENANCE	\$45,000	\$18,438	\$30,000	\$2,108	\$13,194	\$1,140	\$15,666	43.98%
005-05-542-3-4630	VEHICLE MAINTENANCE	\$5,000	\$0	\$5,000	\$0	\$328	\$1,342	\$3,330	6.55%
005-05-542-3-4650	GROUNDS LANDSCAPING	\$56,000	\$25,774	\$56,000	\$4,296	\$25,774	\$25,774	\$4,452	46.02%
005-05-542-3-4680	STORM CLEANUP/REPAIR	\$100	\$98	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-542-3-4800	ADVERTISING	\$2,500	\$0	\$5,000	\$0	\$0	\$0	\$5,000	0.00%
005-05-542-3-4810	LEGAL ADVERTISING	\$1,000	\$364	\$1,000	\$0	\$78	\$787	\$135	7.79%
005-05-542-3-4900	FLY-IN EVENT-EXPENSES	\$10,000	\$0	\$20,000	\$0	\$0	\$0	\$20,000	0.00%
005-05-542-3-5000	FEES & FINES	\$300	\$147	\$0	\$0	\$125	\$0	-\$125	0.00%
005-05-542-3-5100	OFFICE SUPPLIES	\$1,000	\$347	\$1,500	\$0	\$647	\$0	\$853	43.14%
005-05-542-3-5170	100LL FUEL	\$558,076	\$292,858	\$532,500	\$13,785	\$103,018	\$57,166	\$372,316	19.34%
005-05-542-3-5180	JET A FUEL	\$206,000	\$84,446	\$294,000	\$10,235	\$85,299	\$44,312	\$181,388	29.01%

AIRPORT FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2024

ACCOUNT_NUMB ER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 EXP_YTD	2024_BUDGET	CURRENT_M ONTH EXPENSES	2024 EXP_YTD	ENCUMBRANCE	UNREALIZED	PERCENT REALIZED
AIRPORT EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 58.33 % Yr Complete For Fiscal Year: 2024 / 4									
OPERATING EXPENSES CONTINUED									
005-05-542-3-5210	GAS AND LUBRICANTS	\$2,500	\$708	\$2,500	\$305	\$1,193	\$0	\$1,307	47.72%
005-05-542-3-5220	GENERAL MERCHANDISE	\$5,000	\$2,484	\$5,000	\$0	\$2,034	\$115	\$2,851	40.67%
005-05-542-3-5230	JANITORIAL SUPPLIES	\$4,000	\$1,355	\$2,500	\$0	\$932	\$0	\$1,568	37.28%
005-05-542-3-5260	UNIFORMS	\$500	\$58	\$500	\$0	\$0	\$0	\$500	0.00%
005-05-542-3-5280	OPERATING SUPPLIES	\$8,500	\$4,297	\$6,000	\$71	\$1,085	\$300	\$4,615	18.07%
005-05-542-3-5400	MEMBR,SUBSCRIPT,DUES	\$6,800	\$1,420	\$6,800	\$60	\$1,461	\$635	\$4,704	21.48%
TOTAL		\$1,185,392	\$580,622	\$1,217,341	\$38,306	\$331,251	\$146,565	\$739,525	27.00%
CAPITAL OUTLAY									
005-05-542-6-6450	CAPITAL IMPROVEMENTS	\$0	\$0	\$22,920	\$0	\$0	\$0	\$22,920	
005-05-542-6-6346	FAA West Taxilanes & Apron Cit	\$8,026	\$8,026	\$16,779	\$0	\$0	\$0	\$16,779	0.00%
TOTAL		\$8,026	\$8,026	\$39,699	\$0	\$0	\$0	\$39,699	\$0
DEBT SERVICE									
005-05-517-7-7111	PRINCIPAL-SERIES 2013C TERMINA	\$83,000	\$42,000	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-517-7-7121	PRINCIPAL-SERIES 2013B T-HANGA	\$50,000	\$25,000	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-517-7-7140	PRINCIPAL-AIRPORT VEHICLE	\$5,406	\$5,298	\$5,395	\$0	\$5,395	\$0	\$0	99.99%
005-05-517-7-7211	INTEREST-SERIES 2013C TERMINAL	\$1,576	\$1,055	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-517-7-7221	INTEREST-SERIES 2013B T-HANGAR	\$1,407	\$938	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-517-7-7240	INTEREST-AIRPORT VEHICLE	\$350	\$246	\$149	\$0	\$149	\$0	\$0	100.04%
TOTAL		\$141,739	\$74,537	\$5,544	\$0	\$5,544	\$0	\$0	100.00%
TOTAL EXPENDITURES		\$1,675,777	\$825,030	\$1,657,152	\$64,630	\$537,246	\$146,565	\$973,341	13.00%
TRANSFERS, CONT, RESERVES									
005-05-542-9-9100	REIMB GENERAL FUND-ADMIN EXP	\$213,239	\$70,036	\$164,918	\$13,743	\$96,202	\$0	\$68,716	58.33%
005-05-542-9-9501	BAD DEBT EXPENSE	\$800	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL		\$214,039	\$70,036	\$164,918	\$13,743	\$96,202	\$0	\$68,716	58.00%
TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES		\$1,889,816	\$895,066	\$1,822,069	\$78,373	\$633,448	\$146,565	\$1,042,057	#REF!
NET OPERATING RESULTS		\$0	\$665,296	\$0	\$17,196	\$15,451	(\$146,565)	\$131,113	

AIRPORT FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2024

ACCOUNT_NUMB ER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_M ONTH REVENUES	CURRENT_YTD REVENUES	ENCUMBRANCE	UNREALIZED	PERCENT REALIZED
AIRPORT REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 58.33 % Yr Complete For Fiscal Year: 2024 / 4									
GRANT (CAPITAL) REVENUES									
FEDERAL GRANTS									
005-00-389-2-8102	FAA GENERAL AVIATION	\$0	\$59,000	\$0	\$0	\$0		\$0	0.00%
005-00-389-2-8108	FAA TAXIWAY A REDI PHASE II WE	\$1,388,057	\$0	\$0	\$0	\$0		\$0	0.00%
005-00-389-2-8109	FAA West Taxilanes & Apron Fed	\$72,234	\$0	\$755,061	\$0	\$3,550		\$751,511	0.47%
005-00-389-2-8110	Fed FAA Taxiway "E"cho	\$0	\$0	\$193,590	\$0	\$0		\$193,590	0.00%
TOTAL		\$1,460,291	\$59,000	\$948,651	\$0	\$3,550		\$945,101	0.00%
STATE GRANTS									
005-00-389-3-8000	RCO LEASE (BEACON GRANT)	\$500	\$399	\$0	\$0	\$342		-\$342	0.00%
005-00-389-3-8916	FDOT T Hangar G1383	\$720,669	\$807,862	\$0	\$0	\$0		\$0	0.00%
005-00-389-3-8920	FDOT Taxiway A WEST, Phase II	\$0	\$0	\$16,104	\$0	\$0		\$16,104	0.00%
005-00-389-3-8921	FDOT FUEL TRUCK PTGA G2340	\$242,000	\$0	\$242,000	\$0	\$0		\$242,000	0.00%
005-00-389-3-8922	FDOT West Taxilanes & Apron st	\$0	\$0	\$83,896	\$0	\$9,925		\$73,971	11.83%
005-00-389-3-8923	FDOT RWY 9 Obstruction Tree Re	\$0	\$0	\$575,000	\$0	\$0		\$575,000	0.00%
005-00-389-3-8924	FDOT Wildlife Hazard Assessmen	\$0	\$0	\$25,000	\$0	\$0		\$25,000	0.00%
005-00-389-3-8925	FDOT Bulk Hangar (W1-3) Apron	\$0	\$0	\$100,000	\$0	\$0		\$100,000	0.00%
005-00-389-3-8926	FDOT RWY 9/27 EXT feasibility	\$0	\$0	\$100,000	\$0	\$0		\$100,000	0.00%
005-00-389-3-8927	FDOT Access Control & Gate Imp	\$0	\$0	\$100,000	\$0	\$0		\$100,000	0.00%
005-00-389-3-8928	FDOT CORPORATE	\$0	\$0	\$262,500	\$0	\$0		\$262,500	0.00%
005-00-389-3-8929	FDOT Emergency Generators	\$0	\$0	\$250,000	\$0	\$0		\$250,000	0.00%
005-00-389-3-8930	FDOT TAXIWAY 'E'CHO	\$0	\$0	\$21,510	\$0	\$0		\$21,510	0.00%
TOTAL		\$963,169	\$808,261	\$1,776,010	\$0	\$10,267		\$1,765,743	1.00%
TOTAL GRANTS		\$2,423,460	\$867,261	\$2,724,661	\$0	\$13,817	\$0	\$2,710,844	1.00%

AIRPORT FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2024

ACCOUNT_NUMB ER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 EXP_YTD	2024_BUDGET	CURRENT_M ONTH EXPENSES	2024 EXP_YTD	ENCUMBRANCE	UNREALIZED	PERCENT REALIZED
AIRPORT EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 58.33 % Yr Complete For Fiscal Year: 2024 / 4									
CAPITAL OUTLAY									
005-05-542-6-6305	FDOT T HANGAR G1383	\$677,169	\$615,544	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-542-6-6309	FDOT WEST TAXILANES & APRON ST	\$0	\$0	\$100,000	\$0	\$9,925	\$74,454	\$15,621	9.92%
005-05-542-6-6400	CAPITAL OUTLAY	\$44,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
CAPITAL OUTLAY									
005-05-542-8-6303	FDOT Taxiway "E"CHO	\$0	\$0	\$21,510	\$878	\$1,453	\$20,057	\$0	6.75%
005-05-542-8-6304	FAA TAXIWAY A REDI PHASE II WE	\$1,388,057	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-542-8-6307	FDOT FUEL TRUCK PTGA G2340	\$242,000	\$0	\$242,000	\$0	\$0	\$0	\$242,000	0.00%
005-05-542-8-6308	FAA West Taxilanes & Apron Fed	\$72,234	\$32,499	\$755,061	\$5,067	\$13,617	\$741,359	\$85	1.80%
005-05-542-8-6310	Fed FAA Taxiway "E"cho	\$0	\$0	\$193,590	\$7,898	\$13,073	\$180,517	\$0	6.75%
005-05-542-8-6311	FDOT RWY 9 Obstruction Tree Re	\$0	\$0	\$575,000	\$11,243	\$13,743	\$59,457	\$501,800	2.39%
005-05-542-8-6312	FDOT Wildlife Hazard Assessmen	\$0	\$0	\$25,000	\$1,000	\$2,000	\$14,400	\$8,600	8.00%
005-05-542-8-6314	FDOT Bulk Hangar (W1-3) Apron	\$0	\$0	\$100,000	\$0	\$0	\$100,000	\$0	0.00%
005-05-542-8-6315	FDOT RWY 9/27 EXT feasibility	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000	0.00%
005-05-542-8-6316	FDOT Access Control & Gate Imp	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000	0.00%
005-05-542-8-6317	AIRPORT FDOT CORPORATE HANGAI	\$0	\$0	\$262,500	\$0	\$0	\$0	\$262,500	0.00%
005-05-542-8-6318	FDOT Emergency Generators	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000	0.00%
TOTAL		\$2,423,460	\$656,069	\$2,724,661	\$26,085	\$53,810	\$1,190,245	\$1,480,606	2.00%
NET RESULTS - GRANTS' ACTIVITY		\$0	\$211,192	\$0	(\$26,085)	(\$39,993)	(\$1,190,245)	\$1,230,239	

AIRPORT FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2024

AIRPORT OPERATION AS A WHOLE								
TOTAL REVENUES	\$4,313,276	\$2,427,624	\$4,546,730	\$95,570	\$662,716		\$3,884,014	14.58%
TOTAL EXPENSES	-\$4,313,276	-\$1,551,135	-\$4,546,730	-\$104,459	-\$687,259	-\$1,190,245	-\$2,522,662	-15.12%
	\$0	\$876,489	\$0	(\$8,889)	(\$24,542)	(\$1,190,245)	\$1,361,352	-0.54%

Business Report

STAFF REPORT

DATE: May 22, 2024
TO: City of Palatka Airport Advisory Board
FROM: City Staff

APPLICATION REQUEST

Attached please find the Business Report

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Informational.

ATTACHMENTS

1.	AAB Business Report May 2024
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Airport Advisory Board Meeting May 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	April 2023		April 2024	
	Gal. Sold	Rev. Generated	Gal. Sold	Rev. Generated
AV100LL	5,669	\$61,197	3,401	\$21,352

*** NOTE: Self-Serve AVGAS tank is back online as of April 25, 2024**



JET-A-FUEL



REVENUE CATEGORY	April 2023		April 2024	
	Gal. Sold	Rev. Generated	Gal. Sold	Rev. Generated
JET-A	1,073	\$5,669	2,455	\$13,301

*** NOTE: Self-Serve JET-A tank is back online as of April 25, 2024.**



HANGAR REVENUES

REVENUE CATEGORY	April 2023		April 2024	
Hangar	Occupancy	Rev. Generated	Occupancy	Rev. Generated
	96%	\$27,260	100%	\$31, 676



MISCELLANEOUS REVENUES

REVENUE CATEGORY	April 2023	April 2024
MISCELLANEOUS	Hangar Maintenance \$1,525	Hangar Maintenance \$1,824
	Tie Downs \$683	Tie Downs \$692
	Land Lease \$339.57	Land Lease \$425
	Building Rentals \$1,402	Building Rentals \$1,475
	Aviation Lubricants \$188.08	Aviation Lubricants \$134.71
	Misc. Revenues \$19	Misc. Revenues \$435
	\$4,156.65	\$4,985.71



TOTAL REVENUES

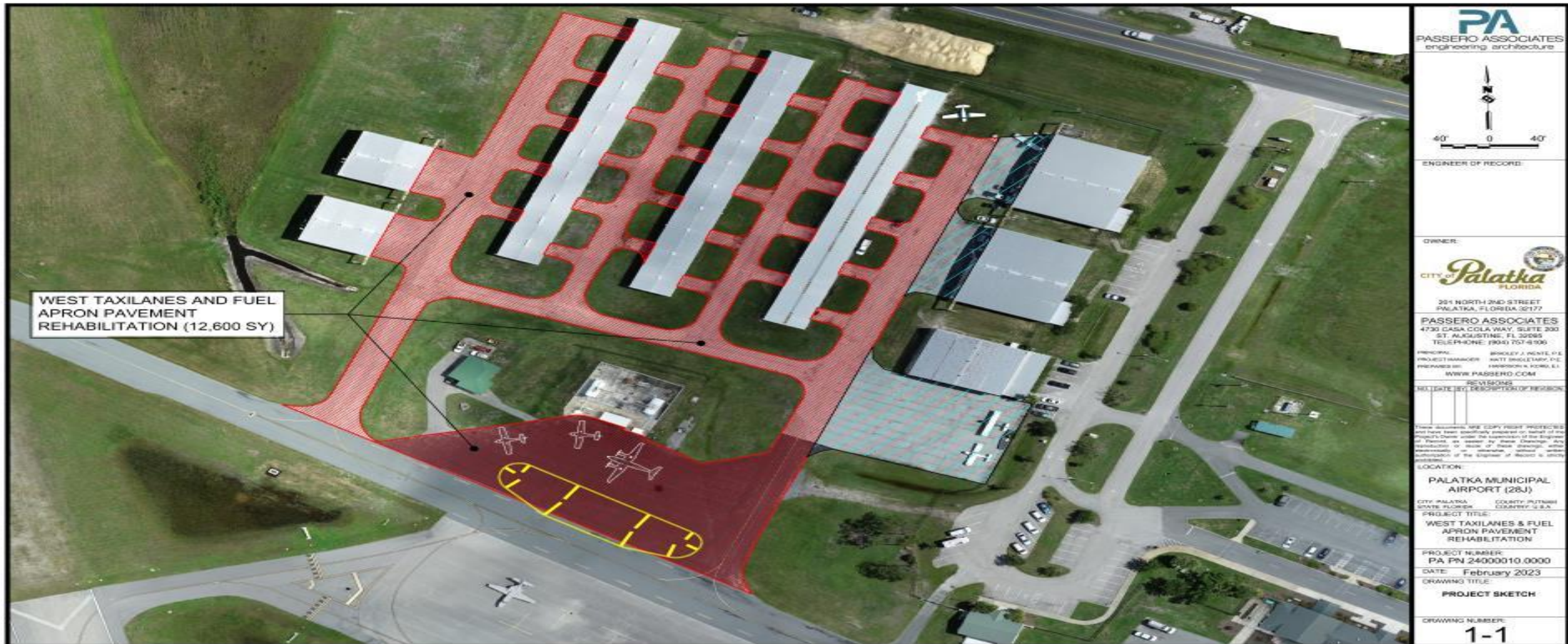
REVENUE CATEGORY	April 2023	April 2024
TOTAL REVENUES	\$98,282.65	\$71,314.71



ACTIVE PROJECTS

- | | | |
|-----------|---|-----------------------|
| 1. | Taxilanes and Fueling Apron Rehabilitation Project | (80% Complete) |
| 2. | Wildlife Hazard Site Visit Project | (90% Complete) |
| 3. | Tree Obstruction Removal Project | (50% Complete) |
| 4. | Emergency Generators | (25% Complete) |
| 5. | Taxiway E-Environmental | (25% Complete) |
| 6. | Airport Master Plan Update | (10% Complete) |

Taxilanes and Fueling Apron Rehabilitation Project



Tree Obstruction Removal Project



Operations Report

STAFF REPORT

DATE: May 22, 2024
TO: City of Palatka Airport Advisory Board
FROM: City Staff

APPLICATION REQUEST

Attached please find a Traffic Report.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Informational.

ATTACHMENTS

1.	28J Traffic Report April 2024
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Airport Operations
Snapshot Local Time
Start Date 04/01/2024 00:00 LT
End Date 04/30/2024 23:59 LT

Creation 05/06/2024 09:55
User k28j=airport
Customer ID K28J

Summary

Landings		Take-Offs		Totals	
Single Engine	2358	Single Engine	2855	Single Engine	5213
Single Engine Turbine	5	Single Engine Turbine	25	Single Engine Turbine	30
Multi Engine	531	Multi Engine	593	Multi Engine	1124
Multi Engine Turbine	0	Multi Engine Turbine	4	Multi Engine Turbine	4
Business Jet	3	Business Jet	6	Business Jet	9
Helicopter	5	Helicopter	3	Helicopter	8
Military	5	Military	8	Military	13
Military Helicopter	38	Military Helicopter	31	Military Helicopter	69
Light Sport Aircraft	1	Light Sport Aircraft	1	Light Sport Aircraft	2
Other	28	Other	38	Other	66
TOTAL	2974	TOTAL	3564	TOTAL	6538

FAA AAC/ADG Summary

Landings		Take-Offs		Totals	
A1	2798	A1	3320	A1	6118
A2	5	A2	25	A2	30
B1	5	B1	10	B1	15
B2	1	B2	5	B2	6
HEL	40	HEL	33	HEL	73
UKN	125	UKN	171	UKN	296
TOTAL	2974	TOTAL	3564	TOTAL	6538

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	
415-D	3	C208	27	AEST	5	B300	2	C525	2									B06	1
8KCAB	2	PC12	3	B58	1	P180	2	C68A	1									B407	1
AA1	2			C310	9			C700	1									EC35	2
AA5	4			C421	2			FA10	3									S269C	4
AL3	5			DA42	922			HA-420	2										
B35	11			PA34	137														
B36	45			PA39	2														

Airport Operations

Snapshot Local Time

Start Date 04/01/2024 00:00 LT
End Date 04/30/2024 23:59 LT

Creation

05/06/2024 09:55

User

k28j=airport

Customer ID

K28J

Single Engine		Single Engine Turbine	Multi Engine		Multi Engine Turbine	Business Jet	Jet 2	Jet NB	Jet 4	Jet WB	Helicopter
BL8	1		PA44	32							
BRISTELL	1		Others	14							
BULLDOG MDL	2										
C120	26										
C150	31										
C152	93										
C172	3679										
C177	4										
C182	291										
C210	9										
CH7A	24										
CHRISTEN EAGLE II	2										
Cub	3										
DA40	7										
E300	10										
EDGE 540	5										
EXTRA NG	5										
F1A	2										
FUSION 212	19										
LC42	3										
M20	15										
O1	1										
PA18	2										
PA24	4										
PA26	2										
PA28	496										
PA32	20										
PA46	4										
RV10	7										
RV14	9										
RV4	12										
RV6	11										
RV7	1										
RV9	19										
SONEX TD	41										

Airport Operations

Snapshot Local Time

Start Date 04/01/2024 00:00 LT
End Date 04/30/2024 23:59 LT

Creation 05/06/2024 09:55
User k28j=airport
Customer ID K28J

Single Engine	Single Engine Turbine	Multi Engine	Multi Engine Turbine	Business Jet	Jet 2	Jet NB	Jet 4	Jet WB	Helicopter
SPA PANTHER	2								
SR20	66								
SR22	37								
T34P	2								
TB20	1								
Others	172								

Military	Military Helicopter	Light Sport Aircraft	Glider	UAV	Blimp	Balloon	GND Emergency	GND Vehicle A	Other
Others	13	AS65 63	AlphaTrainer 2						Others 66
		H60 6							

Activity Summary

LANDING RWY 09	1671
LANDING RWY 17	282
LANDING RWY 27	975
LANDING RWY 35	46
TAKEOFF RWY 09	1774
TAKEOFF RWY 17	371
TAKEOFF RWY 27	1341
TAKEOFF RWY 35	78
T&G RWY 09	700
T&G RWY 17	107
T&G RWY 27	402
T&G RWY 35	16
TOTAL	7763

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