

Officer/Committee Selection Meeting Agenda

January 8th 2024, 1600 EDT

- **Call to Order**
- **Pledge of Allegiance**
- **Chairman request nominations for Chairman and Secretary/Treasure positions**
- **Request for motions for specific positions**
- **Vote**
- **Review position requests for various committee positions**
- **Request for motions for specific positions**
- **Vote**
- **Chairman adjourns meeting.**

Regular Meeting Agenda

January 8th 2024, 1630 EDT

- **Call to Order**
- **Pledge of Allegiance**
- **Approval Meeting Minutes (December 11, 2023)**
- **Agenda Approval**
- **Business Partner Updates**
- **Old Business Items**
 - **Review year end financials.**
 - **Financial workshop to be planned upon receipt of requested planning for AOA infrastructure build out.**
- **New Business Items**
 - **Mr. Olson has requested that policy be added/changed to the board policies on timing of distribution of agenda items. Suggest taking his request to the policy committee for review and possible implementation as a guideline.**
 - **Renewal of Executive Director contract which expires 1/24/24**
- **Staff Report**
- **Public Comment – General**
- **Member Comments and Reports**
- **Adjournment**

Business Partner Updates

Regular Meeting Agenda

January 8th 2024, 1630 EDT

- Mr. Henry Dean, St. Johns County Commissioner
- Mr. Vinny Beyers, Atlantic Aviation, FBO
- Mr. Jose Riera, SAAPA Liaison
- Mr. Nate McKendrick, Northrup Grumman
- Mr. Courtney Pittman, Air Traffic Control Tower
- Mr. Bruce Kreis, AOPA

Regular Meeting Agenda

January 8th 2024, 1630 EDT

Staff Reports – Items of Interest & Update of Projects

Jaime R Topp

- Gun Club's property
- FAA FDOT Approved South 40 Road & Taxi way F and Approved Compass Point progress.
 - Corp Hangars, T-Hangars, Hotel, Office Bldgs. & Restaurants
- Meetings with County Economic Development
- PT139 & FDOT inspections and licenses
- Update on Solano hangar Progress
- Staffing update

Jeremiah Blocker

Chad Roberts

Regular Meeting Agenda

January 8th 2024, 1630 EDT

Airport Operations and Fuel Sales

Public Comments – General

- **Three (3) Minutes per Speaker**
- **Address Matters that Reasonably May Need Attention of the Authority**

Rules of Decorum

- **May Not Disrupt the Meeting with Personal, Impertinent or Slanderous Remarks or Boisterous Behavior**
- **Please Address the Authority as a Whole, Not Any Individual Member or Staff**
- **Please Refrain From Making any Demand for an Immediate Response From the Authority**

Authority Members - Comments and Reports

Ms. Michelle Cash-Chapman

- Aerospace Academy
- Executive Director Search

Mr. Dennis Clarke

Ms. Jennifer Liotta

Ms. Reba Ludlow

- Transportation Planning Organization

Mr. Robert Olson

- Economic Development Council

Next Meeting

January 22, 2024 Workshop

Attachments;

- P&L for Fiscal Year 2023
- Summary Balance sheet as of 09-30-23
- Statement of Cash Flows for Fiscal Year 2023
- Staff _Operatins_Fuel_Cal Year 2023

Operations & Fuel Sales

<u>Month</u>	<u>Operations</u>			<u>Jet A</u>			<u>100LL</u>			<u>Self LL</u>		
	<u>This YR</u>	<u>Last YR</u>	<u>Change</u>	<u>This YR</u>	<u>Last YR</u>	<u>Change</u>	<u>This YR</u>	<u>Last YR</u>	<u>Change</u>	<u>This YR</u>	<u>Last YR</u>	<u>Change</u>
Jan-23	8,295	9,104	-8.9%	165,888	140,242	18.3%	8,174	8,211	-0.5%	18,146	13,438	35.0%
Feb-23	8,875	8,667	2.4%	139,248	175,530	-20.7%	8,148	7,953	2.5%	14,958	11,646	28.4%
Mar-23	9,118	10,378	-12.1%	182,496	188,643	-3.3%	7,916	8,110	-2.4%	13,731	17,503	-21.6%
Apr-23	11,756	11,399	3.1%	166,364	194,928	-14.7%	7,932	8,117	-2.3%	15,524	14,990	3.6%
May-23	12,712	10,832	17.4%	182,061	148,130	22.9%	7,906	8,080	-2.2%	16,965	18,073	-6.1%
Jun-23	10,360	11,054	-6.3%	126,451	168,472	-24.9%	7,816	8,058	-3.0%	14,807	14,612	1.3%
Jul-23	10,502	10,961	-4.2%	141,884	149,869	-5.3%	7,884	7,587	3.9%	15,532	14,735	5.4%
Aug-23	11,480	11,990	-4.3%	145,590	173,456	-16.1%	5,123	7,848	-34.7%	18,582	14,464	28.5%
Sep-23	9,305	7,958	16.9%	126,176	134,318	-6.1%	7,796	7,866	-0.9%	10,998	12,619	-12.8%
Oct-23	12,015	12,470	-3.6%	178,498	150,066	18.9%	9,970	8,166	22.1%	13,298	17,003	-21.8%
Nov-23	9,832	9,069	8.4%	168,518	111,109	51.7%	8,766	15,641	-44.0%	13,075	12,895	1.4%
Dec-23	9,257	10,142	-8.7%	153,420	166,262	-7.7%	8,581	16,366	-47.6%	13,914	14,693	-5.3%
YTD	123,507	124,024	-0.4%	1,876,594	1,901,025	-1.3%	96,012	112,003	-14.3%	179,529	176,672	1.6%

Profit & Loss

October 2022 through September 2023

	Oct '22 - Sep 23	Oct '21 - Sep 22	% Change
Income			
311-100 · Ad Valorem Revenues	6,471	5,947	9%
331-410 · Federal Grant Revenue	1,864,799	949,075	97%
334-410 · State Grant Revenue	252,614	446,149	(43)%
344-100 · Fuel Service Revenue			
344-103 · Self Fuel Avgas Revenues	938,088	962,889	(3)%
344-124 · FBO Fuel Flowage Fees	276,386	303,943	(9)%
Total 344-100 · Fuel Service Revenue	1,214,474	1,266,832	(4)%
344-150 · Lease Revenue			
362-100 · Commercial Tenant Revenue			
362-125 · FBO Fuel Farm Revenues	15,457	14,273	8%
362-310 · FBO Terminal Rent Revenue	8,607	8,069	7%
362-316 · Restaurant Rent Revenues	26,763	31,327	(15)%
362-330 · Commercial Hangars - Other	456,986	340,239	34%
Total 362-100 · Commercial Tenant Revenue	507,813	393,908	29%
362-200 · Corporate Hangar Revenue	206,115	279,895	(26)%
362-400 · Major Lease Revenue			
362-120 · Atlantic Leasehold	393,254	376,087	5%
362-130 · Northrop Bldg 27	551,102	551,102	0%
362-132 · Northrop North 40 Improvements	852,000	852,000	0%
Total 362-400 · Major Lease Revenue	1,796,356	1,779,190	1%
362-500 · Other Lease Revenue			
362-300 · Land Lease Revenue	284,089	281,977	1%
362-530 · Office Rent Revenue	219,999	205,727	7%
Total 362-500 · Other Lease Revenue	504,089	487,704	3%
362-600 · Rental (less than 2 years)			
362-605 · Residential Revenue	9,000	4,800	88%
362-610 · T-Hangar Revenues	992,662	911,983	9%
362-611 · Tie Down	200	100	100%
Total 362-600 · Rental (less than 2 years)	1,001,862	916,883	9%
Total 344-150 · Lease Revenue	4,016,234	3,857,580	4%
344-160 · Operating Agreements			
344-140 · Airline Operations Revenue			
344-142 · Parking Revenues	0	12	(100)%
344-143 · Rental Cars	0	108,186	(100)%
369-977 · Vending Machine Revenues	106	409	(74)%
Total 344-140 · Airline Operations Revenue	106	108,608	(100)%
344-161 · Operating Agreements/Others	6,200	7,200	(14)%
344-170 · Use Fees			
344-171 · Conference Room Revenue	3,756	1,893	98%
344-173 · Rental Car Agreement Revenue	111,832	0	100%
344-174 · U. S. Customs	140,192	125,640	12%
344-176 · Access Badge Fees	14,070	11,579	22%
Total 344-170 · Use Fees	269,850	139,112	94%
Total 344-160 · Operating Agreements	276,156	254,920	8%
361-100 · Other Revenues			
361-101 · Investment Income	1,659	1,497	11%
361-102 · Investment Unrealized Gain/Loss	91,175	(21,009)	534%
369-911 · Administrative Fees	925	675	37%
369-988 · Reimbursed Expense	38,852	39,146	(1)%
369-990 · Miscellaneous Income	67,952	40,269	69%
361-100 · Other Revenues - Other	0	360	(100)%
Total 361-100 · Other Revenues	200,564	60,938	229%

Profit & Loss

	Oct '22 - Sep 23	Oct '21 - Sep 22	% Change
364-364 · Disposition of Fixed Assets	2,160	0	100%
Total Income	7,833,473	6,841,440	15%
Cost of Goods Sold			
400-400 · Cost of Fuel			
400-401 · Avgas 100 LL Cost	760,112	865,635	(12)%
400-407 · Processing fees	16,635	16,136	3%
400-400 · Cost of Fuel - Other	0	(34,196)	100%
Total 400-400 · Cost of Fuel	776,747	847,575	(8)%
Total COGS	776,747	847,575	(8)%
Gross Profit	7,056,726	5,993,865	18%
Expense			
542-001 · Pension Expense	0	23,066	(100)%
542-100 · Personnel & Benefits			
542-111 · Salary - Exec Director	267,295	189,077	41%
542-112 · Regular Salary & Wages	563,937	607,684	(7)%
542-114 · Overtime Pay	1,791	2,973	(40)%
542-116 · Paid Time Off	61,560	(22,674)	372%
542-118 · Auto Allowance	13,628	17,716	(23)%
542-211 · Payroll Taxes	66,573	61,595	8%
542-221 · Retirement Contributions	166,980	156,001	7%
542-231 · Employee Benefits	121,825	127,187	(4)%
Total 542-100 · Personnel & Benefits	1,263,589	1,139,559	11%
542-310 · Professional Services			
542-311 · Accounting & Auditing	76,294	68,430	12%
542-314 · Court Reporting	28,417	5,978	375%
542-317 · Legal Services - Other	116,985	32,437	261%
542-318 · Legal Services - Retainer	66,623	11,250	492%
542-320 · Professional - General	57,418	41,345	39%
542-310 · Professional Services - Other	0	0	0%
Total 542-310 · Professional Services	345,736	159,441	117%
542-340 · Airline Operations			
542-349 · Airline Operations - Other	2,397	14,682	(84)%
Total 542-340 · Airline Operations	2,397	14,682	(84)%
542-400 · Travel and Per Diem	3,030	11,819	(74)%
542-410 · Technology			
542-411 · Communications Equipment	200	5,203	(96)%
542-412 · Computer Equipment	27,269	13,442	103%
542-413 · Network Equipment	0	17,864	(100)%
542-414 · Security Equipment	5,137	8,431	(39)%
542-415 · Phone,Internet,Data Service	70,676	70,786	(0)%
Total 542-410 · Technology	103,281	115,726	(11)%
542-430 · Utility Services			
542-431 · Electric	158,331	148,254	7%
542-432 · Water & Sewer	31,040	28,843	8%
542-438 · Waste Disposal	16,754	17,654	(5)%
542-430 · Utility Services - Other	0	48	(100)%
Total 542-430 · Utility Services	206,125	194,798	6%
542-450 · Insurance	462,989	406,596	14%

Profit & Loss

	Oct '22 - Sep 23	Oct '21 - Sep 22	% Change
542-460 · Repairs & Maintenance			
542-461 · Building	127,523	86,231	48%
542-463 · Self Fuel Farm	9,511	8,567	11%
542-464 · Grounds	15,263	22,861	(33)%
542-465 · Airfield & Nav aids	124,931	124,969	0%
542-466 · Vehicle & Equipment	92,249	59,153	56%
542-467 · Office Equipment	0	76	(100)%
542-468 · Computer, Communications, Network	9,710	26,372	(63)%
542-469 · Self Fuel Refueler	4,039	1,500	169%
542-470 · Rental & Lease	282	1,639	(83)%
Total 542-460 · Repairs & Maintenance	383,508	331,366	16%
542-480 · Outside Communications			
542-481 · Public Relations	34,210	18,988	80%
542-482 · Airport	33,600	30,800	9%
542-483 · Events & Sponsorships	5,175	8,205	(37)%
542-484 · Airline	50,532	100,323	(50)%
Total 542-480 · Outside Communications	123,517	158,316	(22)%
542-490 · Government Fees & Assessments			
542-492 · Advertising	9,916	1,496	563%
542-496 · Property Taxes	16,889	14,490	17%
542-497 · Licenses, Permits & Fees	1,167	1,480	(21)%
542-498 · CBP Service	261,543	240,303	9%
Total 542-490 · Government Fees & Assessments	289,515	257,769	12%
542-500 · Other Fees & Assessments			
542-501 · Admin Fees / Bank Charges	452	479	(6)%
542-502 · Merchant Account Fees	16,946	18,458	(8)%
Total 542-500 · Other Fees & Assessments	17,398	18,937	(8)%
542-509 · Office Expense			
542-510 · Office Supplies	8,678	10,205	(15)%
542-514 · Office Equipment	2,950	3,423	(14)%
542-515 · Office Furniture	3,115	678	360%
542-518 · Postage and Delivery	1,375	1,630	(16)%
Total 542-509 · Office Expense	16,119	15,935	1%
542-520 · Operating Expense			
542-521 · Supplies	40,427	26,299	54%
542-522 · Software/Support	120,872	89,759	35%
542-524 · Fuel / lubricants	20,509	21,588	(5)%
542-526 · Operating Tools/Equip	4,843	24,060	(80)%
542-528 · Uniform	0	4,269	(100)%
Total 542-520 · Operating Expense	186,652	165,975	13%
542-545 · Publications & Memberships	16,558	18,874	(12)%
542-550 · Professional Development	9,882	20,155	(51)%
542-551 · Miscellaneous Expense	521	17,965	(97)%
542-552 · Bad Debt / Writeoffs	0	5,276	(100)%
542-590 · Depreciation Expense	4,869,294	4,727,568	3%
66900 · Reconciliation Discrepancies	(2)	(0)	(3,450)%
Total Expense	8,300,109	7,803,824	6%
Net Income	(1,243,383)	(1,809,959)	31%

St. Augustine St. Johns County Airport Authority
Summary Balance Sheet
As of September 30, 2023

	Sep 30, 23	Sep 30, 22	% Change
ASSETS			
Current Assets			
Checking/Savings	5,895,838	5,297,870	11%
Accounts Receivable	26,656	9,859	170%
Other Current Assets	386,216	325,315	19%
Total Current Assets	6,308,709	5,633,044	12%
Fixed Assets	79,671,433	81,911,716	(3)%
Other Assets	979,533	1,140,953	(14)%
TOTAL ASSETS	86,959,675	88,685,712	(2)%
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	68,843	143,356	(52)%
Credit Cards	10,626	0	100%
Other Current Liabilities	339,567	599,721	(43)%
Total Current Liabilities	419,037	743,077	(44)%
Long Term Liabilities	2,241,227	2,399,841	(7)%
Total Liabilities	2,660,264	3,142,918	(15)%
Equity	84,299,411	85,542,794	(2)%
TOTAL LIABILITIES & EQUITY	86,959,675	88,685,712	(2)%

St. Augustine St. Johns County Airport Authority
Statement of Cash Flows
October 2022 through September 2023

Oct '22 - Sep 23

OPERATING ACTIVITIES

Net Income	(1,243,383)
Adjustments to reconcile Net Income to net cash provided by operations:	
542-590 · Depreciation Expense	4,869,294
115-115 · Accounts Receivable	(16,797)
115-125 · State Grants - A/R	(51,274)
142-142 · Inventory - Fuel	(60,673)
155-155 · Prepaid Items	13,010
159-151 · Unrealized Gain/Loss on CS	40,842
190-003 · ST Lease Receivable	(2,807)
202-202 · Accounts Payable	(74,513)
202-206 · American Express-31000	10,626
208-208 · Sales Tax Payable	(1,272)
209-209 · FRS 3% EE Contribution	1,916
210-212 · Accrued PTO Payable	(30,103)
216-216 · Accrued Wages Payable	(3,664)
217-217 · Payroll Taxes Payable	(497)
223-223 · Unearned Revenue	4,101
210-213 · Accrued Voluntary Contributions:210-100 · AFLAC	(341)
210-213 · Accrued Voluntary Contributions:210-200 · EE Dental Contribu...	136
217-334 · Deferred Revenue.	(230,430)
Net cash provided by Operating Activities	3,224,172

INVESTING ACTIVITIES

166-900 · Equipment:166-903 · Office	(26,845)
167-900 · Technical	(55,046)
169-900 · Construction in Progress:169-100 · T-Hangar Site Alternative-G...	(37,500)
169-900 · Construction in Progress:169-987 · East Terminal Access Rd - ...	16,677
169-900 · Construction in Progress:169-992 · PDE Study West Access Rd...	(9,551)
169-900 · Construction in Progress:169-995 · Taxiway B Construction-Gl...	(2,037,458)
169-900 · Construction in Progress:169-996 · Security Fencing/Gate Rep-...	(2,000)
169-900 · Construction in Progress:169-997 · Eastside Development - NO ...	(201,716)
169-900 · Construction in Progress:169-998 · FAA - ARFF Safety Equipment	(25,818)
169-900 · Construction in Progress:169-999 · Strategic Bus. Plan - G2B43	(249,754)
190-004 · LT Lease Receivable	161,420
Net cash provided by Investing Activities	(2,467,591)

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St. Augustine St. Johns County Airport Authority
Statement of Cash Flows
October 2022 through September 2023

	<u>Oct '22 - Sep 23</u>
FINANCING ACTIVITIES	
290-110 · Deferred Inflow - Leases	(158,614)
Net cash provided by Financing Activities	<u>(158,614)</u>
Net cash increase for period	597,968
Cash at beginning of period	<u>5,297,870</u>
Cash at end of period	<u><u>5,895,838</u></u>