



AUDIT MEETING AGENDA

JUNE 4, 2026



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Saint Johns County Airport Authority

Audit Committee Meeting Agenda

St Augustine Airport (UST/KSGJ)

Airport Conference Center, Thursday, June 4, 2026, 3:00 P.M.

- **Call to Order**
- **Pledge of Allegiance**
- **Review of Financial Report – Budget vs. Actuals Report**
- **Other Info, Comments, Questions, Concerns**
- **Next Meeting**
 - TBD
- **Adjournment**

St. Augustine Airport Authority
Budget vs. Actuals Report
FY 2025-2026

| | Actual at 6 months | Calculated FYE | Budget | Budget Variance |
|---|-----------------------|---------------------|---------------------|--------------------|
| Income | | | | |
| 344-100 Fuel Service Revenue | | | | |
| 344-103 Self Fuel Avgas Revenues | \$ 392,486.69 | \$ 784,973.38 | \$ 853,334.53 | \$ (68,361.15) |
| 344-124 FBO Fuel Flowage Fees | 168,076.09 | 336,152.18 | 339,646.01 | (3,493.83) |
| 344-130 DLA Fuel Flowage Fees | 10,488.57 | 20,977.14 | | 20,977.14 |
| Total for 344-100 Fuel Service Revenue | 571,051.35 | 1,142,102.70 | 1,192,980.54 | (50,877.84) |
| 344-150 Lease Revenue | | | | |
| 362-100 Commercial Tenant Revenue | | | | |
| 362-125 FBO Fuel Farm Revenues | 8,496.10 | 16,992.20 | 17,005.63 | (13.43) |
| 362-310 FBO Terminal Rent Revenue | 4,717.50 | 9,435.00 | 14,928.34 | (5,493.34) |
| 362-316 Restaurant Rent Revenues | 14,589.72 | 29,179.44 | 29,179.49 | (0.05) |
| 362-330 Commercial Hangars - Other | 246,894.72 | 493,789.44 | 479,407.08 | 14,382.36 |
| Total for 362-100 Commercial Tenant Revenue | 274,698.04 | 549,396.08 | 540,520.54 | 8,875.54 |
| 362-200 Corporate Hangar Revenue | 113,009.58 | 226,019.16 | 226,019.16 | - |
| 362-400 Major Lease Revenue | | | | |
| 362-120 Atlantic Leasehold | 216,150.11 | 432,300.22 | 420,038.52 | 12,261.70 |
| 362-130 Northrop Bldg 27 | 283,817.58 | 567,635.16 | 567,635.16 | - |
| 362-132 Northrop North 40 Improvements | 426,000.00 | 852,000.00 | 852,000.00 | - |
| Total for 362-400 Major Lease Revenue | 925,967.69 | 1,851,935.38 | 1,839,673.68 | 12,261.70 |
| 362-500 Other Lease Revenue | | | | |
| 362-300 Land Lease Revenue | 153,826.16 | 307,652.32 | 306,382.44 | 1,269.88 |
| 362-530 Office Rent Revenue | 110,398.44 | 220,796.88 | 188,630.16 | 32,166.72 |
| Total for 362-500 Other Lease Revenue | 264,224.60 | 528,449.20 | 495,012.60 | 33,436.60 |
| 362-600 Rental (less than 2 years) | | | | |
| 362-605 Residential Revenue | 4,770.00 | 9,540.00 | 9,000.00 | 540.00 |
| 362-610 T-Hangar Revenues | 560,046.71 | 1,171,994.15 | 1,216,475.20 | (44,481.05) |
| 362-611 Tie Down | 3,203.23 | 6,406.46 | 5,940.00 | 466.46 |
| Total for 362-600 Rental (less than 2 years) | 568,019.94 | 1,187,940.61 | 1,231,415.20 | (43,474.59) |
| Total for 344-150 Lease Revenue | 2,145,919.85 | 4,343,740.43 | 4,332,641.18 | 11,099.25 |
| 344-160 Operating Agreements | | | | |
| 344-161 Operating Agreements/Others | 4,320.04 | 8,640.08 | 8,766.72 | (126.64) |
| 344-170 Use Fees | | | | |
| 344-171 Conference Room Revenue | 2,073.00 | 4,146.00 | 5,170.92 | (1,024.92) |
| 344-173 Rental Car Agreement Revenue | 90,741.88 | 181,483.76 | 190,967.16 | (9,483.40) |
| 344-174 U. S. Customs | 41,040.00 | 82,080.00 | 98,156.64 | (16,076.64) |
| 344-176 Access Badge Fees | 7,380.00 | 14,760.00 | 12,466.68 | 2,293.32 |
| 344-177 Terminal Center Rental | - | - | 2,400.00 | (2,400.00) |
| Total for 344-170 Use Fees | 141,234.88 | 282,469.76 | 309,161.40 | (26,691.64) |
| Total for 344-160 Operating Agreements | 145,554.92 | 291,109.84 | 317,928.12 | (26,818.28) |
| 361-100 Other Operating Revenue | | | | |
| 369-911 Administrative Fees | 2,240.00 | 4,480.00 | 5,000.04 | (520.04) |
| 369-988 Reimbursed Expense | 14,383.33 | 28,766.66 | 28,600.01 | 166.65 |

St. Augustine Airport Authority
Budget vs. Actuals Report
FY 2025-2026

| | Actual at 6 months | Calculated FYE | Budget | Budget Variance |
|---|------------------------|------------------------|------------------------|---------------------|
| 369-992 Vehicle Charging Station | 138.53 | 277.06 | 1,200.00 | (922.94) |
| 369-994 Vending Machine | 112.63 | 225.26 | 200.00 | 25.26 |
| 369-995 Public Record Request | 149.52 | 299.04 | - | 299.04 |
| Total for 361-100 Other Operating Revenue | 17,024.01 | 34,048.02 | 35,000.05 | (952.03) |
| Total for Income | 2,879,550.13 | 5,811,000.99 | 5,878,549.89 | (67,548.90) |
| Cost of Goods Sold | | | | |
| 400-400 Cost of Fuel | | | | |
| 400-401 Avgas 100 LL Cost | 291,963.00 | 583,926.00 | 675,394.31 | (91,468.31) |
| Total for 400-400 Cost of Fuel | 291,963.00 | 583,926.00 | 675,394.31 | (91,468.31) |
| Total for Cost of Goods Sold | 291,963.00 | 583,926.00 | 675,394.31 | (91,468.31) |
| Gross Profit | \$ 2,587,587.13 | \$ 5,227,074.99 | \$ 5,203,155.58 | \$ 23,919.41 |
| Expenses | | | | |
| 542-100 Personnel & Benefits | | | | |
| 542-111 Salary - Exec Director | 117,811.47 | 235,622.94 | 300,000.00 | (64,377.06) |
| 542-112 Regular Salary & Wages | 476,790.41 | 953,580.82 | 997,000.00 | (43,419.18) |
| 542-114 Overtime Pay | 6,829.49 | 13,658.98 | 15,000.00 | (1,341.02) |
| 542-116 Paid Time Off | 36,740.60 | 73,481.20 | 100,000.00 | (26,518.80) |
| 542-211 Payroll Taxes | 46,076.24 | 92,152.48 | 108,018.00 | (15,865.52) |
| 542-221 Retirement Contributions | 252,309.50 | 337,066.94 | 254,160.00 | 82,906.94 |
| 542-231 Employee Benefits | 71,771.09 | 143,542.18 | 217,740.00 | (74,197.82) |
| 542-241 Workers' Comp Insurance | 10,964.05 | 21,928.10 | - | 21,928.10 |
| Total for 542-100 Personnel & Benefits | 1,019,292.85 | 1,871,033.64 | 1,991,918.00 | (120,884.36) |
| 542-200 Payroll Processing Fees | 4,403.90 | 8,807.80 | 10,800.00 | (1,992.20) |
| 542-300 Contract/Temp Labor | - | - | - | - |
| 542-310 Professional Services | | | | |
| 542-311 Accounting & Auditing | - | 51,200.00 | 141,000.00 | (89,800.00) |
| 542-312 Appraisal Services | 3,500.00 | 7,000.00 | 30,000.00 | (23,000.00) |
| 542-314 Court Reporting | - | - | - | - |
| 542-326 Court Reporting-Board | 6,731.50 | 13,463.00 | 22,000.00 | (8,537.00) |
| Total for 542-314 Court Reporting | 6,731.50 | 13,463.00 | 22,000.00 | (8,537.00) |
| 542-315 Engineering Services | 3,042.50 | 41,085.00 | 40,000.00 | 1,085.00 |
| 542-317 Legal Services | 219,304.80 | 438,609.60 | 400,000.00 | 38,609.60 |
| 542-331 Legal Services-PRR | 45,224.51 | 90,449.02 | 10,000.00 | 80,449.02 |
| Total for 542-317 Legal Services | 264,529.31 | 529,058.62 | 410,000.00 | 119,058.62 |
| 542-319 LEO & ARFF Personnel | 204.75 | 409.50 | - | 409.50 |
| 542-320 Professional - General | - | - | 12,000.00 | (12,000.00) |
| 542-321 HR Services | 36,908.00 | 73,816.00 | 45,600.00 | 28,216.00 |
| 542-322 Consulting Services | 40,184.00 | 80,368.00 | - | 80,368.00 |
| Total for 542-310 Professional Services | 355,100.06 | 796,400.12 | 700,600.00 | 95,800.12 |
| 542-340 Airline Operations | | | | |
| 542-341 Badging | 2,660.43 | 5,320.86 | 3,000.00 | 2,320.86 |
| Total for 542-340 Airline Operations | 2,660.43 | 5,320.86 | 3,000.00 | 2,320.86 |

St. Augustine Airport Authority
Budget vs. Actuals Report
FY 2025-2026

| | Actual at 6 months | Calculated FYE | Budget | Budget Variance |
|---|-----------------------|-------------------|-------------------|--------------------|
| 542-350 Gifts, Meals & Entertainment | | | | |
| 542-351 Meals | | | | |
| 542-357 Meals-Board | 124.58 | 249.16 | 200.04 | 49.12 |
| 542-358 Meals-Admin | 1,591.02 | 3,182.04 | 6,999.96 | (3,817.92) |
| Total for 542-351 Meals | 1,715.60 | 3,431.20 | 7,200.00 | (3,768.80) |
| 542-352 Entertainment | - | - | - | - |
| 542-354 Flowers & Gifts | 374.52 | 749.04 | 750.00 | (0.96) |
| 542-355 Employee Recognition | - | - | - | - |
| Total for 542-350 Gifts, Meals & Entertainment | 2,090.12 | 4,180.24 | 7,950.00 | (3,769.76) |
| 542-400 Travel and Per Diem | 2,020.24 | 4,040.48 | 10,000.00 | (5,959.52) |
| 542-410 Technology | | | | |
| 542-411 Communications Equipment | | | | |
| 542-416 Communication Equipment-Board | 1,972.87 | 3,945.74 | 4,200.00 | (254.26) |
| 542-417 Communication Equipment-Admin | 1,077.35 | 2,154.70 | 5,000.04 | (2,845.34) |
| Total for 542-411 Communications Equipment | 3,050.22 | 6,100.44 | 9,200.04 | (3,099.60) |
| 542-412 Computer Equipment | 9,244.81 | 18,489.62 | 20,000.04 | (1,510.42) |
| 542-413 Network Equipment | 1,008.00 | 2,016.00 | - | 2,016.00 |
| 542-414 Security Equipment | - | - | 1,500.00 | (1,500.00) |
| 542-415 Phone,Internet,Data Service | - | - | - | - |
| 542-441 Phone,Internet,Data Serv-Admin | 16,009.92 | 32,019.84 | 30,000.00 | 2,019.84 |
| Total for 542-415 Phone,Internet,Data Service | 16,009.92 | 32,019.84 | 30,000.00 | 2,019.84 |
| Total for 542-410 Technology | 29,312.95 | 58,625.90 | 60,700.08 | (2,074.18) |
| 542-430 Utility Services | | | | |
| 542-431 Electric | 77,055.24 | 154,110.48 | 150,500.00 | 3,610.48 |
| 542-432 Water & Sewer | 15,150.04 | 30,300.08 | 38,000.04 | (7,699.96) |
| 542-438 Waste Disposal | 10,356.54 | 20,713.08 | 45,999.96 | (25,286.88) |
| Total for 542-430 Utility Services | 102,561.82 | 205,123.64 | 234,500.00 | (29,376.36) |
| 542-440 Leases | 120.04 | 240.08 | - | 240.08 |
| 542-447 Maintenance Equipment | 1,500.00 | 3,000.00 | 3,000.00 | - |
| Total for 542-440 Leases | 1,620.04 | 3,240.08 | 3,000.00 | 240.08 |
| 542-450 Insurance | 223,978.57 | 447,957.14 | 464,224.94 | (16,267.80) |
| 542-460 Repairs & Maintenance | | | | |
| 542-461 Building | 50,993.41 | 101,986.82 | 165,000.00 | (63,013.18) |
| 542-463 Self Fuel Farm | 353.02 | 706.04 | 5,000.04 | (4,294.00) |
| 542-464 Grounds | 21,596.33 | 43,192.66 | 40,000.00 | 3,192.66 |
| 542-465 Airfield & Nav aids | 54,858.19 | 109,716.38 | 70,000.00 | 39,716.38 |
| 542-466 Vehicle & Equipment | 8,446.67 | 16,893.34 | 32,000.00 | (15,106.66) |
| 542-467 Office Equipment | - | - | 800.00 | (800.00) |
| 542-468 Computer,Communications,Network | 44.99 | 89.98 | - | 89.98 |
| 542-470 Rental & Lease | - | - | 7,500.00 | (7,500.00) |
| Total for 542-460 Repairs & Maintenance | 136,292.61 | 272,585.22 | 320,300.04 | (47,714.82) |
| 542-480 Outside Communications | | | | |

St. Augustine Airport Authority
Budget vs. Actuals Report
FY 2025-2026

| | Actual at 6 months | Calculated FYE | Budget | Budget Variance |
|--|-----------------------|----------------------|----------------------|----------------------|
| 542-481 Public Relations | - | - | 2,000.04 | (2,000.04) |
| 542-483 Events & Sponsorships | 2,015.16 | 4,030.32 | 5,000.04 | (969.72) |
| Total for 542-480 Outside Communications | 2,015.16 | 4,030.32 | 7,000.08 | (2,969.76) |
| 542-490 Government Fees & Assessments | | | | |
| 542-492 Advertising | | | | |
| 542-493 Advertising-Board | 164.40 | 328.80 | 1,200.00 | (871.20) |
| 542-499 Advertising-Admin | 28,595.00 | 57,190.00 | 30,000.00 | 27,190.00 |
| Total for 542-492 Advertising | 28,759.40 | 57,518.80 | 31,200.00 | 26,318.80 |
| 542-496 Property Taxes | 13,405.63 | 13,405.63 | 16,000.00 | (2,594.37) |
| 542-497 Licenses, Permits & Fees | 1,550.90 | 3,101.80 | 3,000.00 | 101.80 |
| 542-498 CBP Service | 159,138.43 | 318,276.86 | 265,000.00 | 53,276.86 |
| Total for 542-490 Government Fees & Assessments | 202,854.36 | 392,303.09 | 315,200.00 | 77,103.09 |
| 542-500 Other Fees & Assessments | | | | |
| 542-501 Admin Fees / Bank Charges | 361.61 | 723.22 | 600.00 | 123.22 |
| 542-502 Merchant Account Fees | 9,224.96 | 18,449.92 | 18,000.00 | 449.92 |
| Total for 542-500 Other Fees & Assessments | 9,586.57 | 19,173.14 | 18,600.00 | 573.14 |
| 542-509 Office Expense | | | | |
| 542-510 Office Supplies | 22.86 | 45.72 | - | 45.72 |
| 542-511 Office Supplies-Board | 174.21 | 348.42 | 500.00 | (151.58) |
| 542-512 Office Supplies-Admin | 2,824.60 | 5,649.20 | 10,500.00 | (4,850.80) |
| Total for 542-510 Office Supplies | 3,021.67 | 6,043.34 | 11,000.00 | (4,956.66) |
| 542-514 Office Equipment | 455.38 | 910.76 | 200.00 | 710.76 |
| 542-515 Office Furniture | - | - | 500.00 | (500.00) |
| 542-518 Postage and Delivery | 211.47 | 422.94 | 600.00 | (177.06) |
| Total for 542-509 Office Expense | 3,688.52 | 7,377.04 | 12,300.00 | (4,922.96) |
| 542-520 Operating Expense | | | | |
| 542-521 Cleaning Supplies | 4,478.28 | 8,956.56 | 10,000.00 | (1,043.44) |
| 542-522 Software/Support | 48,643.44 | 97,286.88 | 120,000.00 | (22,713.12) |
| 542-524 Fuel / lubricants | 6,826.99 | 13,653.98 | 16,000.00 | (2,346.02) |
| 542-526 Operating Tools/Equip | - | - | 500.00 | (500.00) |
| 542-528 Uniform | - | - | 7,500.00 | (7,500.00) |
| Total for 542-520 Operating Expense | 59,948.71 | 119,897.42 | 154,000.00 | (34,102.58) |
| 542-545 Publications & Memberships | 11,095.58 | 22,191.16 | 13,500.00 | 8,691.16 |
| 542-550 Professional Development | - | - | - | - |
| 542-553 Professional Development-Board | 1,397.00 | 2,794.00 | 2,000.00 | 794.00 |
| 542-554 Professional Development-Admin | 7,899.00 | 15,798.00 | 27,000.00 | (11,202.00) |
| Total for 542-550 Professional Development | 9,296.00 | 18,592.00 | 29,000.00 | (10,408.00) |
| Total for Expenses | 2,177,818.49 | 4,260,879.29 | 4,356,593.14 | (95,713.85) |
| Net Operating Income | \$ 409,768.64 | \$ 966,195.70 | \$ 846,562.44 | \$ 119,633.26 |
| Other Income | | | | |
| 331-100 Operating Grants | | | | |
| 331-410 Federal Grant Revenue | 609,402.65 | 1,218,805.30 | 669,252.66 | 549,552.64 |

St. Augustine Airport Authority
Budget vs. Actuals Report
FY 2025-2026

| | Actual at 6 months | Calculated FYE | Budget | Budget Variance |
|---|------------------------|--------------------------|----------------------|--------------------------|
| 334-410 State Grant Revenue | 416,465.67 | 832,931.34 | 3,627,775.62 | (2,794,844.28) |
| Total for 331-100 Operating Grants | 1,025,868.32 | 2,051,736.64 | 4,297,028.28 | (2,245,291.64) |
| 361-101 Investment Income | 1,133.71 | 2,267.42 | 2,300.04 | (32.62) |
| 361-102 Investment Unrealized Gain/Loss | 77,629.67 | 155,259.34 | 174,999.96 | (19,740.62) |
| 361-103 Interest Revenue | 288.00 | 576.00 | - | 576.00 |
| Total for 361-101 Investment Income | 79,051.38 | 158,102.76 | 177,300.00 | (19,197.24) |
| 369-100 Other Non Operating Income | | | | |
| 369-990 Miscellaneous Income | - | - | - | - |
| 369-991 Insurance Claim Payments | - | - | - | - |
| 369-993 Discount of Sales Tax Filing | 120.00 | 240.00 | 360.00 | (120.00) |
| Total for 369-100 Other Non Operating Income | 120.00 | 240.00 | 360.00 | (120.00) |
| Total for Other Income | 1,105,039.70 | 2,210,079.40 | 4,474,688.28 | (2,264,608.88) |
| Other Expenses | | | | |
| 542-590 Depreciation Expense | 2,462,824.80 | 4,925,649.60 | 5,200,000.00 | (274,350.40) |
| Total for Other Expenses | 2,462,824.80 | 4,925,649.60 | 5,200,000.00 | (274,350.40) |
| Net Other Income | (1,357,785.10) | (2,715,570.20) | (725,311.72) | (1,990,258.48) |
| Net Income | \$ (948,016.46) | \$ (1,749,374.50) | \$ 121,250.72 | \$ (1,870,625.22) |