

ST. AUGUSTINE - ST. JOHNS COUNTY AIRPORT AUTHORITY

Budget Meeting

held at 4796 U.S. 1 North

St. Augustine, Florida

on Monday, September 16, 2013

from 5:01 p.m. to 5:27 p.m.

* * * * *

BOARD MEMBERS PRESENT:

ROBERT COX, Acting Chairman
KELLY BARRERA
JOSEPH CIRIELLO
MATTHEW MERCER

BOARD MEMBERS ABSENT:

CARL YOUMAN, Chairman

* * * * *

ALSO PRESENT:

DOUGLAS N. BURNETT, Esquire, St. Johns Law Group, 509
Anastasia Boulevard, St. Augustine, FL, 32080, Attorney
for Airport Authority.

EDWARD WUELLNER, A.A.E., Executive Director.

* * * * *

JANET M. BEASON, RPR, RMR, CRR
St. Augustine Court Reporters
1510 N. Ponce de Leon Boulevard
St. Augustine, FL 32084
(904) 825-0570

1	I N D E X	
2		PAGE
3	OPENING REMARKS	3
4	MILLAGE	
5	Discussion of Millage Rate by Authority	5
	Public Comment	6
6	Tentative Adoption Resolution - 2013-03	8
7	BUDGET	
8	Proposed Budget - Staff	9
	Discussion	11
9	Public Comment	17
	Tentative Adoption Resolution 2012-03	23
10		
	COMMENTS	24
11		
	REPORTER'S CERTIFICATE	25
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

1 P R O C E E D I N G S

2 CHAIRMAN COX: I'm going to open the first
3 public hearing for the fiscal year 2013-2014
4 budget. Opening remarks?

5 OPENING REMARKS

6 MR. WUELLNER: Only remarks I have, and I'll
7 go through these in more detail as they get here,
8 we provided you with some -- some newer copies,
9 just added this meeting. It doesn't substantively
10 change the budget at all. In fact, it really --
11 the changes we made to the budget were aimed at
12 clarifying the expected estimated actual for the
13 end of -- for the current fiscal year, provide you
14 more realistic snapshot, if you will, of how we
15 expect the year to finish out. And I'll cover that
16 in a little more detail when we -- when we hit the
17 numbers.

18 Otherwise, just a quickie here. This is the
19 first public hearing, meaning you are required to
20 tentatively adopt a millage. You will do that
21 first. And then you will tentatively adopt a
22 budget at some point during the evening. And you
23 will adopt a resolution regarding each of those
24 actions.

25 That basically sets the placeholder, if you

1 will, until a final budget hearing two weeks from
2 now at which point you'll be required to adopt some
3 final version of the expected millage and also a
4 final version of your budget for the ensuing fiscal
5 year beginning October 1st.

6 What else can I tell you? The process itself,
7 just for reference, is governed by Florida
8 Statutes. We -- we are required to do it in the
9 order we are presenting it today, and you are
10 required to accept public comment during the
11 process.

12 So, we -- we will break, I'm sure the Chairman
13 will -- following the agenda, we'll pause as
14 necessary to assure public comment is received.
15 Doug, as we get to those points, we'll ask you to
16 if you will please read into the record the actual
17 resolutions regarding tentative millage and
18 tentative budget.

19 MR. BURNETT: Yes, sir. And just to add on to
20 that, what Mr. Wuellner said is exactly correct,
21 we've got a very formal process because it's laid
22 out very precisely in the Florida Statute Chapter
23 200.

24 MR. WUELLNER: That's not to say you can't --
25 you can't ask questions, we can't change it or do

1 anything else during this process, it's not adopted
2 in any form or fashion yet. But you will have to
3 come to that conclusion at the end of this public
4 hearing.

5 CHAIRMAN COX: Got it. All right. Discussion
6 of millage rate? Open to board members.

7 DISCUSSION OF MILLAGE RATE BY AUTHORITY

8 MR. WUELLNER: I will point out regardless
9 of -- related to millage, at this point we are not
10 proposing the assessment of ad valorem tax. It is
11 not contained in either of the two budget
12 iterations. I did not -- that was the other
13 comment I wanted to make.

14 We -- we did run the numbers as though air
15 traffic control services would not be funded
16 through the federal government just to give you an
17 idea of how budget impacts, what the impacts are to
18 general budget. We can beat that up to whatever
19 extent you would like to as we -- as we go through
20 the meeting.

21 It is not the proposed budget at this point.
22 However, you may substitute that at any time you
23 wish and work backwards off of that budget draft if
24 you wish. That's entirely up to you. But the --
25 understand the guts of that -- of both budgets are

1 essentially identical other than accommodating air
2 traffic control services within the budget.

3 CHAIRMAN COX: Based on that, staff is
4 recommending or has given to us their
5 recommendation that they're not recommending any
6 ad valorem tax at this time. So let's open for
7 discussion.

8 MR. WUELLNER: Public discussion?

9 CHAIRMAN COX: Pardon me?

10 MR. WUELLNER: Public discussion.

11 CHAIRMAN COX: I guess -- we haven't had any
12 discussion from the board members yet. Anybody
13 have anything to add?

14 (None.)

15 CHAIRMAN COX: I see none.

16 PUBLIC DISCUSSION

17 CHAIRMAN COX: Public discussion. Anybody in
18 the public wish to discuss this agenda item?

19 (None.)

20 CHAIRMAN COX: No public discussion. So
21 Resolution 2013-03, Doug?

22 MR. BURNETT: Thank you, Mr. Chairman, this
23 would be St. Augustine-St. Johns County Airport
24 Authority Resolution 2013-03.

25 A Resolution of the St. Augustine-St. Johns

1 County Airport Authority of St. Johns County,
2 Florida adopting the tentative levying of ad
3 valorem taxes for Fiscal Year 2013-2014; providing
4 for an effective date.

5 Whereas, the St. Augustine-St. Johns County
6 Airport Authority of St. Johns County, Florida on
7 September 16th, 2013 adopted for Fiscal Year
8 2013-2014 a Tentative Millage Rate following a
9 public hearing as required by Florida Statute
10 200.065; and

11 Whereas, the St. Augustine-St. Johns County
12 Airport Authority proposed a millage rate of
13 0.0000, and said rate does not exceed the
14 rolled-back rate.

15 Now, therefore, be it resolved by the
16 St. Augustine-St. Johns County Airport Authority of
17 St. Johns County, Florida that the Fiscal Year
18 2013-2014 operating tentative millage rate is
19 0.0000 mills which does not exceed the rolled back
20 rate.

21 This resolution shall take effect immediately
22 upon its adoption. Duly adopted at a public
23 hearing this 16th day of September, 2013.

24 St. Augustine, St. Johns County Airport Authority.

25 That would be the resolution, Mr. Chairman.

1 And additionally the obvious thing is there isn't a
2 percentage increase in millage rate over the
3 rolled-back rate.

4 CHAIRMAN COX: There is --

5 MR. WUELLNER: There is not.

6 MR. BURNETT: There is no --

7 CHAIRMAN COX: Is not. Got you.

8 MR. BURNETT: -- no percentage increase as
9 there is no millage rate being levied.

10 CHAIRMAN COX: All right. We've had the
11 reading of the draft resolution. Any discussion
12 from the board based on that?

13 (None.)

14 CHAIRMAN COX: Public comment?

15 (None.)

16 TENTATIVE ADOPTION RESOLUTION - 2013-03

17 CHAIRMAN COX: We're looking for tentative
18 adoption --

19 MR. WUELLNER: A motion.

20 CHAIRMAN COX: -- and a motion.

21 MR. MERCER: I move that the Resolution
22 2013-03 as read by Attorney Burnett into the record
23 be adopted by this board.

24 MR. CIRIELLO: Second.

25 CHAIRMAN COX: Any discussion on the motion?

1 (None.)

2 CHAIRMAN COX: All in favor?

3 MR. CIRIELLO: Aye.

4 CHAIRMAN COX: Aye.

5 MR. MERCER: Aye.

6 MS. BARRERA: Aye.

7 CHAIRMAN COX: No nays. The motion passes.

8 Okay. We're going into proposed budget. Staff?

9 PROPOSED BUDGET - STAFF

10 MR. WUELLNER: We'll try to walk -- walk you
11 through the budget. Largely the -- the items
12 contained in the proposed budget remain for the
13 most part unchanged from the last presentation of
14 the budget.

15 But I do want to call your attention to the
16 modifications we made under estimated actual, just
17 so you have a better -- better feel for where we
18 expect to finish. And I'll start with the budget
19 summary sheet and provide more detail should you
20 wish.

21 Looks like operating revenues, we expect the
22 year to finish out at \$3,162,103 with reserves
23 forward of about \$3,450,000. There will be it
24 looks like at this point about \$586,000 in grant
25 revenues, making a total nonoperating revenue

1 number of \$4,036,000. So we're looking at about a
2 little over \$7 million, \$7.2 million rounded as the
3 revenue side of the -- how we expect to finish the
4 year. Personnel expenses at \$808,551. Operating
5 expenses, which would be all other nonsalary items,
6 at \$1,145,539. So it's about a \$2 million
7 operating budget, if you round.

8 We -- it's not hard to see that we have
9 surplus revenues over expenses at the end of the
10 day, meaning after an \$854,000 capital program this
11 year, we expect our reserves to grow from \$3.4
12 million to \$4.34 million by the time we conclude
13 the fiscal year here in two weeks.

14 That 4.3 where I'm pointing out here feeds the
15 reserves forward line into your proposed budget
16 next year. So if you'll come into the column
17 that's yellow, come down about six lines, you'll
18 see that number reappearing under reserves forward.

19 We expect about \$1.9 million in grants this
20 year. We expect revenues to increase from \$3.16 to
21 \$3.22 million. Those are operating revenues.
22 Those are from leases, fees, charges, and the like
23 all over the airport, that's an aggregate, for a
24 total revenue expectation next year of \$9,543,975.

25 Working our way to the expense budget, we look

1 at personnel expenses at \$895,795 expected,
2 operating expenditures of \$1,179,905. I should
3 mention that's exclusive of personnel. When you
4 put personnel back in, it becomes slightly above \$2
5 million to \$2,075,700. We expect our capital
6 program to end up at \$2,360,000 for the year in
7 aggregate, and we expect our reserves to grow from
8 \$4.389 million to \$5.1 million by the conclusion of
9 next fiscal year.

10 I'll be happy to run through any of the detail
11 items that you wish on the budget, but that's the
12 nutshell if you will summary of the major headings
13 of the budget. I'll let you kind of decide what
14 you -- what additional detail you'd like to discuss
15 without me just hitting every line.

16 DISCUSSION

17 MR. MERCER: Mr. Chairman?

18 CHAIRMAN COX: Yes, sir.

19 MR. MERCER: Mr. Wuellner, can you explain why
20 we have a 40 percent increase in personnel
21 expenses? Is that increase in new positions or --

22 MR. WUELLNER: 40 percent?

23 MS. BARRERA: If I may. I think he's looking
24 at the air traffic control budget.

25 MR. WUELLNER: Oh, oh. You're on the

1 different budget. It's -- everything's the same
2 but personnel. You had me going there, too.

3 CHAIRMAN COX: It's just under 10 percent
4 actually.

5 MR. MERCER: Okay.

6 MR. WUELLNER: I'm -- you're just looking at
7 the wrong set of sheets.

8 MR. MERCER: Okay. So in --

9 MR. WUELLNER: That's that "what if" budget or
10 iteration that I was asked to do last time.

11 MR. MERCER: Got you. All right. So we're
12 looking at about a 10 percent increase, then.

13 MR. WUELLNER: Yes.

14 MR. MERCER: Okay. That's better. Thanks.

15 MR. WUELLNER: Yeah, you had me freaking out
16 there, too.

17 MR. MERCER: I'm looking at 40 percent and I'm
18 like, did you do some hiring?

19 MS. BARRERA: And if I may, that also -- the
20 10 percent increase, some of that is derived from
21 the -- from the janitorial?

22 MR. WUELLNER: Correct. As well as the
23 increases for health care charges. It covers a
24 myriad of items. It's not -- not all salary by any
25 means. In fact, salaries is the smallest

1 component.

2 CHAIRMAN COX: Mr. Ciriello, any questions?

3 MR. CIRIELLO: No, sir.

4 MR. WUELLNER: Page 3, if you -- if you wish,
5 of the budget, or the third page back, details that
6 personnel a little more, if you -- if you want to
7 look at that.

8 I do have to point out that it's a little
9 deceiving. It looks like it goes down 2.8 percent
10 over all personnel expenditures. That's only
11 because if you -- if you'll look, that column is
12 summarized on the left. Under estimated actual,
13 it's not broken out. So it's -- the more relevant
14 number is under the subtotal. It's a 2.9 percent
15 increase as it relates to the salaries.

16 You can see what's driving -- the major costs
17 are related to insurance and I think I mentioned at
18 the previous budget workshop the impacts of Florida
19 retirement systems' mess-up relative to certain
20 salary classifications that they're fixing in one
21 year.

22 CHAIRMAN COX: Okay.

23 MR. WUELLNER: That's --

24 CHAIRMAN COX: Right.

25 MR. WUELLNER: Otherwise, tax-related things

1 are typically a percentage of salaries and just
2 they directly correspond.

3 CHAIRMAN COX: Any individual questions on
4 this particular page?

5 (None.)

6 MR. WUELLNER: And if you'd like, I'll walk
7 you through the two pages. The second page, which
8 is the operating revenues and expenses, you get a
9 feel for where our revenues are derived.

10 Lease revenues related to -- or fuel-related
11 services modestly grow at 1.1 percent. The
12 expenses related to that at 1 -- excuse me,
13 revenues at \$124,000. Our leases come up about 1
14 percent in aggregate, and that's to \$3,220,386.
15 Other agreements, operating agreements, user fees
16 and the like, another \$49,000. Bringing a total
17 revenue, if we were to assess or be able to collect
18 that 100 percent, at \$3,393,995. Where we -- we
19 budget at 95 percent of our revenues, so there's
20 automatically a 5 percent conservative element, if
21 you will. Brings that revenue down to \$3,224,000.

22 You've -- we just reviewed the personnel and
23 benefits line item. The balance of operating
24 expenses come after that. Most of those increase
25 at a -- at a modest 2.9 percent per line item for

1 the year, leaving \$2,075,700.

2 When you plug that in at the bottom, you see
3 revenues over expenses. We -- we generate about
4 1,148,595 more dollars from operations than we
5 expend in operations. And that carries forward to
6 sheet number 4 titled nonoperating. Wherein we
7 would plug in any debt service related items.
8 Since we have no debt service, there's no -- no
9 dollars associated with that.

10 When we get to other nonoperating revenues,
11 we -- we get -- we're not expecting any direct
12 investment or re -- I should say quantifiable
13 investment income at this point. If you look at
14 interest rates, they're still well -- you know,
15 we're looking at less than a quarter of a percent,
16 and it will be a function of how much is in there
17 at any one time. It doesn't end up with a
18 meaningful amount. So we're not -- we're not
19 dealing with it.

20 Ad valorem, we do not assess ad valorem this
21 year, so there's no revenue and as a result, no
22 expense related to ad valorem. Leaving the net
23 adjusted operating income still at \$1,149,595.

24 At that point, we enter the capital program,
25 and you'll notice that we expect about \$1.3 million

1 in FAA money. We expect \$545,000 in Florida DOT
2 money. We expect \$125,000 at this point from
3 Florida Inland Navigation District. The
4 Airport Authority match would amount to \$370,000
5 for all of those grants. Leaving about \$2,300,000
6 in capital -- that's total for capital
7 expenditures. Offset by construction and planning
8 of \$2.3 million. \$60,000 related to equipment
9 expenditures for the year that are actually
10 capital. No FAA PFC kinds of projects. Leaving a
11 2 point -- \$2,360,000 total capital program.

12 When that's pulled out of the surplus
13 operations, we have a net at the end of \$719,595
14 (sic). That \$718,595 joins the \$4,389,680
15 currently in reserves to create a new reserve of
16 \$5,108,275 for the year. That in effect balances
17 the budget or revenues and expenses at a total
18 budget of \$9,543,975 projected for next year.

19 CHAIRMAN COX: Very good.

20 MR. WUELLNER: Is there anyone who wants me to
21 try and detail the differences between this and the
22 ATC budget or any other questions?

23 CHAIRMAN COX: No board discussion?

24 (None.)

25

PUBLIC COMMENT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

CHAIRMAN COX: Seeing no board discussion.
Any public discussion on this resolution?

(None.)

CHAIRMAN COX: In that case -- oh, I thought
you -- nothing?

MS. BARRERA: I -- I do have a question for
Ed.

CHAIRMAN COX: Yes, go ahead.

MR. WUELLNER: Sure.

MS. BARRERA: With the -- with the two
different budgets, and I notice that it showed
extra income on operating revenues and expenses to
the FBO.

MR. WUELLNER: Uh-huh.

MS. BARRERA: And wanted -- just a question
with the ATC. Where -- where would that extra
income come from?

MR. WUELLNER: Actually, what we were
proposing was taking the fuel flowage fee --

MS. BARRERA: Uh-huh.

MR. WUELLNER: -- and effectively doubling
that should we need to cover ATC expenses. So we
would go from \$.08 a gallon to \$.16 a gallon.
Should we end up having to fund ATC services, that

1 would be our recommendation.

2 That would be a separate action later. The
3 Authority would be required to approve an increase
4 in the flowage fee. I think that's really going to
5 be more driven by what the federal government does
6 over the next two to four weeks at the -- relative
7 to funding air traffic control services.

8 MS. BARRERA: And then my question would be,
9 and that would only pertain to jet fuel?

10 MR. WUELLNER: No, it's all fuel.

11 MS. BARRERA: On all fuel. The numbers aren't
12 changed on the others, on the self-service?

13 MR. WUELLNER: It's already -- we don't al --
14 we don't differentiate our --

15 CHAIRMAN COX: Flowage.

16 MR. WUELLNER: -- flowage fee out of the net
17 profit. So it's just an allocation of the existing
18 profit.

19 MR. MERCER: My -- I have a comment if I may,
20 Mr. Chairman.

21 CHAIRMAN COX: Yes, sir.

22 MR. MERCER: I guess I have just two comments,
23 and they're not -- they're not questions, but just
24 two observations. Let me just spill it down to
25 just one in the interest of time.

1 I guess my only concern -- or my main concern,
2 not my only concern, is just the amount of spending
3 that we do at this airport building up. And I hear
4 this feedback from people that have questioned why
5 we're spending all this money building the fire
6 station and the fire station's not being used, and
7 why we're building terminal buildings and we don't
8 have airlines. And there -- there's some concern
9 that has been expressed to me by some that we're
10 taking a lot of federal and state dollars tax
11 dollars.

12 You know, we say that we're weaned from the
13 teat of taxation here as an airport because we
14 don't have an ad valorem on the county, but at the
15 same time we're taking tax dollars that are coming
16 over here from the feds, from the FAA in the form
17 of these grants -- we call them grants. Grant is a
18 very positive term. And I want to be careful how I
19 say this.

20 I think you do a masterful job at -- at
21 garnering the grants, okay? And you do an
22 exceptional job at that. My comment is not
23 directed at you as much as it's directed at the
24 concern of the amount of spending that we're doing
25 here, the growth plans we have here, and the amount

1 of tax dollars, be they DOT state tax dollars, be
2 they federal tax dollars, FAA money, money coming
3 from taxes on fuel sent up to Washington comes back
4 to us and we get happy about it. So I want to be
5 careful to differentiate. I think you do a very
6 good job in getting the grant money.

7 My concern in terms of the re -- reviewing the
8 budget and my concern about the growth of the
9 airport is the amount that we're spending, number
10 one. And in all candor, number two, the fact that
11 we are using a lot of tax dollars in order to fund
12 that -- in order to fund that growth without there
13 being an apparent light at the end of the tunnel.

14 I -- I don't know that we're getting a lot of
15 use out of some of these facilities that we have
16 here. The terminal building, how much did we spend
17 on that, 2 million?

18 MR. WUELLNER: Around \$2 million.

19 MR. MERCER: 2 million plus or minus?

20 MR. WUELLNER: Seven years ago.

21 MR. MERCER: So for the record, there are --
22 there's a group of us in the county that are --
23 there are a group of folks in the county that are
24 very pro growth and I understand that view.

25 There's another group that's concerned about the

1 growth and the spending and the use of all these
2 state and tax dollars. When it appears to many
3 folks that an airline like Southwest or some of the
4 others may not really be interested in coming into
5 the county.

6 And I'll conclude by saying there's a concern
7 that as we build up all of this infrastructure in
8 the hopes -- the hopes that some people have that
9 an airline will come in here, who's going to foot
10 the maintenance bill to keep those in -- you know,
11 they're brand new, there's not a maintenance issue.

12 MR. WUELLNER: Right.

13 MR. MERCER: Okay. But those are the
14 concerns. It's not really so much a question. And
15 I want to compliment you, you do a lot of great
16 things here. It's -- it's a philosophy question or
17 point that I'm making on the -- on the spending and
18 my concern about the -- the tax dollars in the form
19 of grant money that we use in the budget.

20 MS. BARRERA: I would defer to you.

21 CHAIRMAN COX: In the interest of time, why
22 don't we go ahead and read the resolution? I don't
23 think there's any more discussion from the board.

24 MR. BURNETT: Yes, sir, Mr. Chairman. This
25 would be a resolution of the St. Augustine-St.

1 Johns County Airport Authority, Resolution 2013-04.

2 A Resolution of the St. Augustine-St. Johns
3 County Airport Authority of St. Johns County,
4 Florida, adopting the tentative budget for Fiscal
5 Year 2013-2014 providing for an effective date.

6 Whereas, the St. Augustine-St. Johns County
7 Airport Authority of St. Johns County, Florida on
8 September 16th, 2013, adopted for Fiscal Year
9 2013-2014 a Tentative Budget following a public
10 hearing as required by Florida Statute 200.065; and

11 Whereas, the St. Augustine-St. Johns County
12 Airport Authority has prepared a budget for the
13 Fiscal Year 2013-2014; and

14 Whereas, the St. Augustine-St. Johns County
15 Airport Authority adopted a tentative millage rate
16 prior to adopting this Resolution.

17 Now, therefore, be it resolved by the
18 St. Augustine-St. Johns County Airport Authority of
19 St. Johns County, Florida, that:

20 1. The annual budget estimates of revenues
21 and expenditures of the St. Augustine-St. Johns
22 County Airport Authority for the Fiscal Year
23 2013-2014, as considered and acted upon, under and
24 by the authority of the Laws of Florida, are hereby
25 ratified, approved, and tentatively adopted, and

1 the amounts of money set forth therein are hereby
2 appropriated.

3 2. The annual budget of revenues and
4 expenditures tentatively adopted for the ensuing
5 Fiscal Year 2013-2014 shall be attached to the
6 minutes of this meeting.

7 This Resolution shall take effect immediately
8 upon its adoption. Duly adopted at a public
9 hearing this 16th day of September, 2013.
10 St. Augustine-St. Johns County Airport Authority.
11 That would be the resolution.

12 TENTATIVE ADOPTION RESOLUTION 2013-04

13 CHAIRMAN COX: The floor is open for a motion.

14 MR. CIRIELLO: I'll move that we accept the
15 2013-04.

16 CHAIRMAN COX: As read?

17 MR. CIRIELLO: As read, yeah.

18 CHAIRMAN COX: May I have a second? I'll
19 second it. There's a motion. Any discussion?

20 (None.)

21 CHAIRMAN COX: All in favor?

22 MR. CIRIELLO: Aye.

23 CHAIRMAN COX: Aye.

24 MS. BARRERA: Aye.

25 CHAIRMAN COX: Nays?

1 MR. MERCER: Nay.

2 CHAIRMAN COX: Motion passes. Any comments?

3 COMMENTS

4 MS. BARRERA: The only comment I would make
5 is, number one, we have a minimum return on
6 investment for any of our capital improvement
7 commercial items that we have that we -- that we
8 contractually do. And number two, the fact that
9 we're not using emergency services more often with
10 our fire station is a good thing.

11 CHAIRMAN COX: Very well said. No further
12 discussion? Meeting adjourned.

13 (Meeting adjourned at 5:27 p.m.)

14

15

16

17

18

19

20

21

22

23

24

25

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

REPORTER'S CERTIFICATE

STATE OF FLORIDA)
COUNTY OF ST. JOHNS)

I, JANET M. BEASON, RPR-CP, RMR, CRR, certify that I was authorized to and did stenographically report the foregoing proceedings and that the transcript is a true record of my stenographic notes.

Dated this 23rd day of September, 2013.

JANET M. BEASON, RPR-CP, RMR, CRR