

## Business Manager's Report

July 27, 2022

1. New Ground Leases are progressing well. We still need leases from two of them. Six have paid in full and one has paid the \$1500.00 deposit and has a balance of \$460.00. I have been in contact with them, and it is in process. Randy Ramsey's hangar is progressing nicely. All plans, building permits and builders risk insurance is accounted for.
2. All other rents have been paid. Our leases have a \$100.00 late fee for anything over 10 days late. Buildium will start charging that fee with the next pay cycle.
3. Trying to get as many of our renters using Buildium as possible. It makes everything move smoother and makes recording payments much easier for the renter as well as us.
4. The auditor, Reid Parker, has been working on our 2021-2022 Audit. We are still providing information.
5. New Hangar Waiting List is moving along. 44 people have been sent emails and been called offering a chance to rent a new hangar. We have 22 definite yes' and 14 definite no's. 2 people did not respond to emails or phone calls. 8 more offer letters were sent out. There is a deadline of August 1, 2022, for a deposit of \$1,000.00. If the deposit isn't received by then we will move on to the next person on the waiting list. We have received 17 deposits so far. Once we have all 28 committed by deposit, we will have a lottery for the larger hangars. There are currently 9 who are interested.
6. Board unanimously approved by email and verbal confirmation to go with the alternative breaker panel for the T-Hangars project. Hopefully this will move up the schedule of opening the new hangars. Randy said they should be here this week.
7. Gutters and leaks – Anthony has acquired three quotes for a gutter to be put on the Avwatch Hangar next door. He also dug out around the bottom of the building to help with drainage. One of the estimates was from someone who actually came out and looked at it. My recommendation is that we go forward with having the gutter installed. \$641.00 Banks Seamless Gutters.
8. The skydiving folks have requested another electrical receptacle. Jack Williams is out of town until Friday but will hopefully be out here next week to give a price.
9. Papi System is repaired on 26. NOTAM was cancelled Wednesday afternoon.
10. I am continuing to audit hangar files to make sure all information is correct and up to date. I am scanning in leases, insurance information, licenses, etc. into Buildium to digitize as much information as possible.
11. Anthony is doing a great job of keeping the grass cut and everything looking nice. He keeps our building in tip top shape and has been extremely helpful in helping me learn things about the airport. I have had several people come in and tell me how much they appreciate his hard work.
12. Peggy does a great job of keeping our bookkeeping up to date and running smoothly. She, Anthony, and I work very well as a team. I appreciate them both as I am trying to learn all I can.