

MEMORANDUM

TO: Authority Members  
FROM: General Manager  
DATE: May 30, 2003  
RE: Minutes of May 14, 2003 Administrative Committee Meeting

A regularly scheduled meeting of the Administrative Committee was held on Wednesday, May 14, 2003. Members present were Mr. Bill Griffith, Dr. Thomas Campanella and Mr. McGuire Martin serving in the absence of Mr. Jimmie Perkins. Also present were board members Mr. Don Ayres and Mr. Thom Blas. Mr. Griffith, chairman of the committee, called the meeting to order and presented the following items:

Item #1 – Mr. Nathan D. Tracy – 316 Ft. Pickens Road – Request for waiver of late fees due to late payment of annual lease fee

Ms. Bolman presented the background on the request, stating that Mr. Tracy had been absent due to military service during the time his lease fee was due. A brief discussion followed.

**Upon motion of Mr. Martin, seconded by Dr. Campanella, the committee unanimously recommended approval of the request by Mr. Nathan D. Tracy, 316 Ft. Pickens Road, for waiver of late fees due to the late payment of his annual lease fee. (3-0)**

Item #2 – Report on Financial Statements and Expenditures

Ms. Nita Omley presented the report on financial statements and expenditures. A discussion followed.

**Upon motion of Mr. Martin, seconded by Dr. Campanella, the committee unanimously recommended acceptance of the Report on Financial Statements and Expenditures. (3-0)**

Item #3 – Lease Fees on Non-Profit Leaseholders

This item was held in committee pending further research by staff.

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Item #4 – Promotions & Events Report

The report was published in the board's background material. Mr. Griffith requested additional publicity regarding events.

Item #5 – FY 2004 Budget

The Manager distributed the draft budget for Fiscal Year 2003 and stated that budget workshops would be held following each regularly scheduled Authority meeting between June 7 and August 1, 2003, with the approved budget presented to Escambia County by September 1, 2003.

There being no further business before the committee, the meeting was adjourned.

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Monte E. Blews  
General Manager

MEB:mks

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