

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
MARCH 12, 2018
BARTOW AIRPORT, 5:30 P.M.

Vice-Chairman Simpson called the meeting to order at 5:33 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, March 12, 2018 at Bartow Airport, Bartow, Florida. Airport Board members present were, Vice-Chairman W.H. "Billy" Simpson, Mr. Warren P. "Pat" Huff, Ms. Trish Pfeiffer, Mr. James F. Clements, Mr. Sean Parker, Attorney, and Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Mr. James M. "Mel" Parker, Ms. Michelle Sestile, Ms. Jennifer Baisden, Bartow Municipal Airport. Mr. Bill Prange, AECOM, Ms. Tiffani Mangold and Ms. Barbara Boyd, Purvis Gray & Company, Mr. Gerald Cochran and Mr. Scott Sjoblom, Candidates for Bartow City Commission. Absent from the meeting was Chairman Leo E. Longworth who was attending the Florida League of Cities conference.

Vice-Chairman Simpson asked if there were any corrections or additions to the Minutes of February 12, 2018 Regular Meeting. Mr. Clements moved, Mr. Huff seconded to accept the Minutes of February 12, 2018 as published. All members voted yes, and the motion carried.

Vice-Chairman Simpson asked if there were any Public Comment on matters not appearing on the Agenda-There were none.

Vice-Chairman Simpson asked if there were any Public Comment on matters appearing on this Agenda, but not scheduled for separate public hearing-There were none.

Vice-Chairman Simpson opened the meeting by introducing Mr. Gerald Cochran and Mr. Scott Sjoblom who are currently running for Bartow City Commission.

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Mr. Helms welcomed Ms. Tiffani Mangold and Ms. Barbara Boyd of Purvis Gray & Company to the meeting and then turned the meeting over to Ms. Boyd to present the Financial Statements and Independent Auditors Report for FY ending September 30, 2017.

Ms. Boyd presented the audit report noting that Purvis, Gray and Company expressed an unmodified opinion of the audited financial statements. Ms. Boyd pointed out one item as she was reviewing the audit that has changed, and that is the accounting for Other Post-Employment Benefits (OPEB), the beginning equity amount has decreased.

After the complete review of the audit findings, Vice-Chairman Simpson stated that it was a positive audit and thanked Mr. Helms, Mr. Parker and the Airport Staff. The rest of the Board agreed that it was a good audit.

Mr. Helms then stated that after a comprehensive review of the airport operations and individual interviews with staff it was determined that a more detailed organizational layout was needed. Mr. Helms presented for the record a revised organizational chart. Ms. Pfeiffer thanked Mr. Helms for the more "complete" organizational chart and after some discussion with the Board who in addition to the chart would like names to be added, Mr. Helms stated that he would update the chart with names and get copies to the Board.

Mr. Huff asked if the flight instructors were independent contractors and Mr. Helms stated that for the most part "yes" however there are two instructors on the payroll that are readily accessible for the benefit of the students.

Ms. Pfeiffer asked if a report could be made every month on the flight school, i.e. number of graduates, number of flights, number of overall students, etc. Mr. Helms stated that plans were already in place to present quarterly reports to inform the Board of trends in airport operations and flight school performance is included.

Financial Statement-Discussed and answered questions. Mr. Huff stated that it looked good.

Airport Attorney-Mr. Parker stated that progress has been made with the two tenants that are being affected by the new entry road project (Americold and Mid-Florida Lumber) and that he had just sent out the proposed modification and addendum to Mr. Tim Delph (Mid-Florida Lumbers) attorney.

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Mr. John Helms then addressed the Board with problems that have just arisen regarding the new entry road. Mr. Helms stated that there have been several changes that have occurred since the original project was approved, i.e. the Florida Department of Transportation has required the Airport repave part of Hwy 17; the Railroad is requiring a completely signaled railroad crossing at the intersection; Americold wants the road to now turn in the back of the their building instead of the front; there is also a cost to modify the original plans.

Mr. Helms also stated that the proposed entry road would work for inbound traffic from the south but traffic departing the Airport to the south will be forced to turn right (north) then make a u-turn as the new entrance would be right turn only outbound. Traffic arriving and departing north would find little value in the new entrance.

Some of the costs being discussed are approximately \$68,000.00 for re-engineering the plans; Americold road costs approximately \$515,000.00; full signaled rail road crossing at intersection approximately \$250,000.00.

The Board expressed their confusion in the changes and costs from when the project was originally approved four years ago. Both Mr. Helms, Mr. Beacham and Mr. Prange from AECOM explained that when the original project was approved nobody could foresee the extra costs and changes that have been imposed by the other agencies.

There was much discussion about the project between the Board members, Airport management and the consultant.

Vice-Chairman Billy Simpson then asked Mr. Helms to collect some hard costs and calculations to be presented to the Board at April's meeting.

Old Business- Ms. Pfeiffer asked for an update on the proposed Dr. Buzz Aldrin museum. Mr. Helms stated that there have been continued conversations with the interested parties who have voiced their desire to possibly turn Building #420 (5519 Airport Blvd.) into the museum.

However, Mr. Helms stated that there doesn't seem to be any architectural plans anywhere at the Airport to be able to check for load bearing walls. Mr. Helms also stated that there are plans in the works to try to get Dr. Aldrin to visit the Airport in person.

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Mr. Helms stated that the control tower repairs are complete, the engineer is ready for installation, but the equipment has been held up being delivered. The projected date to completely operational hopefully is the weekend before Sun n' Fun.

Ms. Pfeiffer asked about Beer and Wine being served at the Chamber Fun Thursday, and Airport Attorney Mr. Sean Parker advised against it, stating that liability insurance needed to be obtained and the servers also needed to be insured. The Board agreed with Mr. Parker.

New Business-There was no New Business.

Resolutions:

A Resolution of the Bartow Municipal Airport Development Authority to Amend the Fiscal year 2017-2018 Budget. Resolution No. 1153.

Mr. Huff moved, Mr. Clements seconded to Adopt Resolution No. 1153 to amend the FY 2017-2018 Budget. All members voted yes, and the motion carried.

There being no further business to come before the Airport Authority, the meeting was adjourned at 6:45 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

By: _____
CHAIRPERSON

ATTEST: _____
SECRETARY