

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
OCTOBER 9, 2017
BARTOW AIRPORT, 5:30 P.M.

Chairperson Longworth called the meeting to order at 5:32 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, October 9, 2017 at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairperson Leo E. Longworth, Mr. W.H. "Billy" Simpson (arrived at 5:40 pm), Mr. Warren P. "Pat" Huff, Mr. James F. Clements, and Ms. Trish Pfeiffer, Mr. Sean R. Parker, Airport Attorney, and Ms. Cynthia L. Barrow, Airport Manager. Also present were, Mr. Terry Beacham, Mr. James M. "Mel" Parker, Ms. Michelle Sestile, and Ms. Jennifer Baisden, Bartow Municipal Airport, and Mr. Steve Steiner (Blogger).

Chairperson Longworth asked if there were any corrections or additions to the Minutes of September 18, 2017 Regular Meeting. Ms. Pfeiffer moved, Mr. Clements seconded to approve the Minutes of September 18, 2017. Mr. Huff stated that he would like to make a correction regarding his Military Service. Mr. Huff stated that he had one change, he was Four years in the Army Reserves and Two years active duty, and wanted the Minutes to reflect this change. All members voted yes to approve the Minutes as corrected. The motion carried.

Chairperson Longworth asked if there were any Public Comment on matters not appearing on the Agenda-There were none.

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

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Ms. Barrow opened the meeting by informing the Board that Mr. Ken Cowan, Owner of the Artisan's Group, and has been a great tenant for several years at the Airport and he has one, one-year renewal option remaining on his lease. He has requested that it be changed to a three-year renewal instead. Ms. Barrow stated that she recommended to the Board to approve an Addendum to Mr. Cowan's Sublease agreement for a three-year renewal vs. a one-year renewal. Mr. Huff moved, Ms. Pfeiffer seconded to authorize the change with an Addendum to the Sublease to become a three-year renewal instead of the one-year option remaining. All members voted yes and the motion carried.

Ms. Barrow informed the Board that Ergon Asphalt and Emulsions, Inc. is one of the companies located across Highway 17. Ms. Barrow explained that when their lease first began, they produced asphalt emulsion products, but they suspended their operations at Bartow when economic times started to get worse and they continued to process in the Tampa area. Mr. Bob Walley, Regional Manager, when he met with Ms. Barrow, stated that once they vacated they have been faced with theft issues on their leased property, so they hired an onsite security guard. Mr. Walley submitted a request asking if Ergon could Sub-Sublease their area to Fahrner Asphalt Sealers, LLC, which is one of their customers that is doing work in this area. Ms. Barrow stated that Ergon's lease does not have a provision allowing subleasing and normally she would not recommend sub-subleasing, but in this particular case, with the theft issues due to the property being vacant, she feels very comfortable in recommending that you allow Ergon to sub-sublease to Fahrner Asphalt Sealers, LLC, contingent upon Mr. Sean Parker approving the sub-sublease agreement between the two companies. The Airport's lease with Ergon does not expire until October 2020. Ms. Barrow stated that Fahrner Asphalt Sealers, LLC will be using the office space, scales for calibration of equipment, and yard space for parking trucks and road paving equipment. Mr. Clements moved, Mr. Huff seconded, to allow Ergon Asphalt and Emulsions, Inc. to enter into a sub-sublease agreement with Fahrner Asphalt Sealers, LLC, contingent upon Mr. Parker's approval of the sub-sublease agreement and to keep the sub-sublease within 3 years to expire in 2020. Mr. Huff stated that he hoped it would keep down the theft. All members voted yes and the motion carried.

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Ms. Barrow informed the Board that Custom Avionics is a tenant located in Building #418-S (5510 Airport Blvd). They have been struggling financially and that they are 90 days past due. Ms. Barrow also stated that the Airport has three months advance rent on deposit and if the Airport applies their advance rent to their delinquent account balance, a small credit will remain as of September 30, 2017. Mr. Larry Williams, Owner, has agreed to vacate the building no later than October 12, 2017, however, the lease term will not expire until March 31, 2021 and Ms. Barrow stated that she would need the Board's authorization to terminate the lease early on September 30th and also to agree that Mr. Williams will not have to pay for the balance left on the term of this lease. The Airport already has another tenant to take over the hangar space once it's vacated. Ms. Barrow stated that Mr. Williams had bought out Bob and Christine Jacobson in 2015 and has struggled financially from the very beginning. Ms. Barrow stated that she even had him write out a payment schedule that he was comfortable he could maintain and that didn't even work. The Board members stated that they had received an angry email from Mr. Williams regarding this matter. Ms. Barrow stated that "yes" Mr. Williams was upset because she's tried to collect rent from him, but didn't know that he had contacted the Board. Ms. Barrow stated that she felt the Airport had been patient and had tried to work with Mr. Williams and had already changed the locks on the hangar. Ms. Barrow informed the Board that apparently there has been deposits paid by clients to Custom Avionics for new equipment and work that hasn't been performed. There is property that needs to be removed from the hangar. After the 12th, if Mr. Williams isn't completely out of the hangar, then a per day rate would be incurred. Mr. Simpson moved, Mr. Clements seconded to allow Mr. Williams to terminate his lease early effective September 30th and not make him buy out the remainder of his lease term, and if Mr. Williams is not out of the hangar by October 12th there would be a per day rate charged. Clements asked who is the other tenant interested and Ms. Barrow stated it was Amphibians Plus who are in the other half of the hangar; however, Ms. Barrow would like to have another avionics shop on the field. All members voted yes, and the motion carried.

The Board discussed the September 2017 Financial Statement. Ms. Barrow stated that even with the purchase of another trainer aircraft for the flight school, no budget amendment needed to be done.

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Airport Attorney-Mr. Sean Parker reported to the Board that after the ongoing discussion at the last meeting regarding the Other Post Employment Benefits (OPEB) that a Resolution has been drawn up for the Board to adopt and sign that explains what the monies are being set aside for and the amount that is currently in the CD account. Mr. Parker stated that it needed to be reviewed every year for the annual calculations and be reviewed each year in the budget. Mr. Parker stated that a "Super Majority vote" would not work in this instance because the current Airport Authority Board could not bind a future Airport Authority Board.

Mr. Parker also stated that they (Ms. Barrow, Mr. Beacham and himself) are continuing to work with the two tenants, Americold and Mid-Florida Lumber Acquisitions in regard to obtaining their leased property needed for the Entry Road Project and that he felt confident that things were going in the right direction. Ms. Pfeiffer asked how much longer was it going to take and Mr. Parker answered, "as long as it takes to not have to pull the other trigger" meaning taking legal action and filing Eminent Domain which is very costly and time consuming. Mr. Parker stated that Americold has scheduled another conference call amongst their decision makers for the following Tuesday. Ms. Barrow stated to Ms. Pfeiffer that Americold stated that they've been very busy, and our road project hasn't been a priority for them. Ms. Barrow also stated that another issue has surfaced and since the Bartow Municipal Airport is over 50 years old, the Corps of Engineers wants to conduct an Archeological survey. Ms. Barrow stated that she wasn't expecting any problems. Mr. Huff asked if it was just the strip of land needed for the Entry Road Project and Ms. Barrow stated that it would be different areas around the Airport. The hope is to have the Entry Road Project go out for bid the first part of 2018.

Under Old Business- Chairman Longworth reviewed the updated schedule from Colin Baenziger regarding the hiring of a new Airport Executive Director. October 12th background material for each semi-finalist selected by Mr. Baenziger will be electronically sent to the Board members for their review to determine the top finalists. Monday, October 16th at City Hall a Special Meeting will be held and the Board members will name the finalists. Mr. Huff will not be able to be present as he will be out of town on this day. Mr. Huff asked how many finalists and Ms. Barrow stated that it was originally discussed as being three to five.

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Ms. Pfeiffer stated that she would like at least six stellar finalists. Mr. Huff stated that he felt six were too many. October 30th a reception will be held at the Bartow Municipal Airport and final interviews to be conducted October 31st.

At this time Chairman Longworth asked the Board what they thought about allowing A.J. Jackson to be included with the interview process, if he is in town, and Mr. Clements stated he felt that was a good idea.

The Board then discussed the Reception for the finalists on October 30th and decided on finger foods, no dinner, no alcohol, around 6:00 pm. Ms. Pfeiffer stated that she prefer it start at 4:00 pm. Mr. Clements asked that Nini's Restaurant the Airport's tenant cater it. Mr. Simpson asked who all should be on the invite list. Mr. Huff stated perhaps some of the Industrial Park tenants and it was stated that alone would be a lot of people. So, the Board compiled of list of who they wished to receive invitations to the Reception. All agreed the Reception time would be 4:00 p.m.

Ms. Pfeiffer asked about the schedule for the October 31st interviews and Chairman Longworth stated that Mr. Baenziger had submitted a mock schedule. There would be group interviews in the morning with each candidate and then one-on-one interviews after lunch in the afternoon. The actual schedule and times will depend on the number of candidates. Mr. Huff asked after the interviews what does the Board do, and Ms. Barrow asked will the decision be made that day. Mr. Simpson said he felt that the decision did not have to be made that same day, but Mr. Baenziger shows the decision could be made on the same day.

New Business-There was no New Business

Resolutions:

Lease with Enfield Enterprises, Inc., Building #224 (4040 Echo Avenue), for a Primary Term of One (1) Month to Continue on a Month to Month Basis, at \$4,800.00 Per Month. Resolution No. 1144.

Mr. Huff moved, Mr. Simpson seconded to adopt Resolution No. 1144. All members voted yes and the motion carried.

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A Resolution of the Bartow Municipal Airport Development Authority Regarding Other Post-Employment Benefit (OPEB) Reserve Funds and Policies. Resolution No. 1145.

Mr. Clements moved, Ms. Pfeiffer seconded to adopt Resolution No. 1145. All members voted yes and the motion carried.

There being no further business to come before the Airport Authority, the meeting was adjourned at 6:21 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

By: _____
CHAIRPERSON

ATTEST: _____
SECRETARY