

**MINUTES**  
**BARTOW AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**NOVEMBER 9, 2020**  
**BARTOW AIRPORT, 5:30 P.M.**

Chairman Clements called the meeting to order at 5:30 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, November 9, 2020 at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman Mr. James F. Clements, Mr. W.H. "Billy" Simpson, Mr. Steve Githens. Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Deputy Executive Director, Ms. Michelle Sestile, Mr. Mel Parker Bartow Municipal Airport and Mr. Sean R. Parker, Airport Attorney. Mr. Leo E. Longworth and Mr. Scott Sjoblom were excused absent.

Chairman Clements asked the Gallery to introduce themselves. Mel Parker, Bartow Airport.

Chairman Clements asked if there were any corrections or additions to the Minutes of October 12, 2020 Regular Meeting. Mr. Githens moved; Mr. Simpson seconded to accept the Minutes of October 12, 2020 as published. All members voted yes; and motion carried.

Chairman Clements asked if there were any Public Comments on matters not appearing on this Agenda-There were none.

Chairman Clements asked if there were any Public Comments on matters appearing on this Agenda, but not scheduled for separate public hearings-There were none.

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Mr. Helms opened the meeting by going over the October 2020 Financial Statement and answered questions from the Board. Mr. Helms stated that in October the dues and fees accounts were high but are every October; account 425:01 hasn't had any activity however, Indeed.com charged the Airport for an employment ad in FY 2020 and then reimbursed the airport that money back in FY 2021. Mr. Helms stated that overall, he felt it looked good. Revenues are good and where they need to be.

Mr. Helms then moved to the 4<sup>th</sup> quarter and year-end report. Mr. Githens mentioned that fuel sales were up, and Mr. Helms stated that they were, but operations were down and attributes that to weather and the COVID-19 pandemic.

Chairman Clements asked if Mr. Helms knew what percentage of fuel sales were for airboats? Mr. Helms stated it was hard to say because those sales are almost always credit card sales at the self-serve terminal. Mr. Helms stated maybe 10%.

Mr. Githens asked about funds from the Federal Aviation Administration for the Master Plan Project and Mr. Helms stated that yes, it is happening the Airport will be receiving the funds and they will be on balance sheet after the Airport requests reimbursement.

Mr. Helms then thanked the Board for their support of him and the Airport. Mr. Helms went on to say that he appreciates his outstanding staff and their continued professionalism and dedication to the Airport.

Chairman Clements asked about the restaurant and Mr. Helms stated that he will be speaking with the General Manger to set up a meeting to discuss the lease and what is expected of the restaurant tenant going forward.

Mr. Sean Parker stated that Mr. Leo E. Longworth just texted to see if he still needed to try and make it to the meeting and Mr. Parker informed him no that the meeting was drawing to a close. Mr. Sjoblom has been tied up all day with Polk County health organizers.

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Airport Attorney- Mr. Parker stated that he has been working to finalize the consultant agreement and had a few red line changes and was hoping to have it completed by the next business day.

Under Old Business-No Old Business

Under New Business-No New Business

Resolutions:

Lease with The Artisan's Group, Building #337 (5419 Airport Blvd.) for a Primary Term of One (1) Year, with Three (3), One (1) Year Options at \$1,696.00 Per Month. Resolution No. 1206. (Lease Renewal)

Mr. Simpson moved; Mr. Githens seconded to adopt Resolution No. 1206. All members voted yes, and the motion carried.

Mr. Helms stated that The Artisan's Group is one the of Airport's best tenants.

There being nothing further to discuss Chairman Clements adjourned the meeting at 6:02 pm.

**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY**

BY: \_\_\_\_\_



CHAIRPERSON

ATTEST: \_\_\_\_\_



SECRETARY