

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

Vice-Chairperson Pfeiffer called the meeting to order at 5:36 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, March 9, 2020 at Bartow Airport, Bartow, Florida. Airport Board members present were, Ms. Trish Pfeiffer, Mr. James F. Clements, Mr. Leo E. Longworth, Mr. W.H. "Billy" Simpson, Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Deputy Executive Director, Ms. Michelle Sestile and Mr. Mel Parker, Bartow Executive Airport. Also, present, Mr. Justin Edwards, of ICE Consultants, Mr. Tim Shea, Avcon, Mr. Steve Henriquez, AECOM, Mr. Michael Moon, Hanson, Mr. Doug DiCarlo, Ms. Tiffani Mangold and Ms. Barbara Boyd of Purvis Gray & Company, Mr. Mike Brynfulson, of Mike Brynjulfson, CPA, PA and Mr. Steve Githens, State Farm Insurance, candidate running for City of Bartow Commission. Mr. Sean R. Parker, Airport Attorney, Boswell & Dunlap was excused absent. Chairman Scott Sjoblom arrived at 5:47.

Since Chairman Sjoblom was running a little late Mr. Helms opens the meeting speaking with the Board about the Corona Virus stating that being acutely aware of the risks and the Airport being a transportation hub, all precautions were being taken to assure the safety of employees and customers; for example, keeping hands washed multiple times a day, using Lysol and disinfectant wipes and sprays, hand sanitizer located throughout the terminal, gloves being worn, sanitizing aircraft after flights, etc.

Mr. Helms informed the Board members that were on the selection committee for the General Engineering bid, that the bids are in, a meeting will be scheduled and the proposals will be discussed and scored and the scores will then be presented to the Board at the April Board meeting. Also, the advertisement will be going out for the Master Plan Update.

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Chairman Sjoblom then arrived at the meeting and Mr. Helms turned the meeting over to the Chairman.

Chairman Sjoblom asked if there were any corrections or additions to the Minutes of January 13, 2020 Regular Meeting. Mr. Clements moved; Mr. Longworth seconded to accept the Minutes of January 9, 2020 as published. All members voted yes, and the motion carried.

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

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

Chairman Sjoblom then turned the meeting over to Ms. Tiffani Mangold and Ms. Barbara Boyd of Purvis Gray and Company Airport Audit Report.

It was reported that the audit was a clean audit and that the Bartow Executive Airport has very high organization with the highest level of assurance and no discrepancies. There also has been no prior audit findings.

Mr. Simpson asked if there were any recommendations for improvement and the answer was to implement bad debt write off and capitalization polices.

Mr. Longworth complemented Mr. Helms, Mr. Parker, and staff for the high rating on the audit.

Ms. Pfeiffer stated that in the six years she has been on the Authority Board there was again no discrepancies or findings on the audit of the Airport and that makes the Airport Authorities jobs easier and appreciates Mr. Helms and staff also.

Ms. Mangold stated that the Airport and staff are very responsive on changes and needs to conduct the yearly audit report.

Mr. Helms stated that we all love our jobs and want any discrepancies found and corrected.

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Mr. Clements also made comment that it has become “tradition” with the Airport to have audit reports of this excellence. Also, Mr. Clements asked that if the \$1.00 a year for 10 years mentioned on page 8 regarding the lease amount for the Airport to the City had been paid by the Airport and Mr. Helms answered “yes”, and that the existing 10 year lease was up for renewal this year and a new 10 year lease will be presented to the Board.

Chairman Sjoblom agreed with all above comments.

Five people were decided upon to make up the selection committee for the Master Plan and those are Mr. James Clements, Airport Authority Board, Mr. Sean R. Parker, Airport Attorney, Mr. John Helms, Executive Airport Director, Mr. Terry Beacham, Deputy Airport Director, and Mr. Mel Parker, Finance & Administration Director.

Mr. Helms informed the Board the he now represents the Bartow Executive Airport with nine memberships/committees.

Mr. Helms then reviewed and answered questions on the 4<sup>th</sup> quarter with the Airport Authority.

First quarter fuel is up from 2019; operations are significantly up for 2020; and the Flight School is remaining busy.

The Airport is still having issues with getting internet service from the City of Bartow to our tenants which is problematic when leasing buildings/office space. Mr. Clements stated that the issue needs to be brought up and discussed with Mr. George Long, Bartow City Manager and Mr. Simpson stated that it needs to be one of the main topics at May’s work session.

The January and February Financial statements were discussed, and Mr. Helms stated that the February totals were missing a few invoices that were not received in time to the run the report. Also, ACH rebate for the repairs to the aircraft that was involved in last years (2019) crash would be in March’s totals and not February’s.

There was some discussion about the possibility of having an aircraft mechanics school at the Bartow Executive Airport.

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Mr. Helms stated that there are a couple of options to establishing such a school. Chairman Sjoblom asked about Polk State College having one and Mr. Helms stated that Travis Vo Tech is the only local one he is aware of.

Mr. Helms will prepare some information and bring back in front of the Board at a later meeting.

Airport Attorney-Not Present.

Under Old Business-There was none.

Under New Business-There was none.

Resolutions:

Lease with Brightview Landscape Service, Inc. a Florida Corporation, Building #217 (795 Mooney Street) for a Primary Term of Two (2) Years, with One (1), Two (2) Year Option at \$2,850.00 Per Month. (Lease Renewal) Resolution No. 1191.

Mr. Simpson moved; Mr. Clements seconded to Adopt Resolution No. 1191. All members voted yes, and the motion carried.

Lease with Vesta Industrial Contractors, Inc., a Delaware Corporation, Building #323 (801 Piper Street) and 2.25 Acres of Land for a Primary Term of Two (2) Years, with Three (3), One (1) Year Options at \$4,296.60 Per Month (New Lease) Resolution No. 1192

Mr. Longworth moved; Ms. Pfeiffer seconded to Adopt Resolution No. 1192. All members voted yes, and the motion carried.

Budget Amendment to Move Funds from the Money Market Account to Capital Equipment, Maintenance/Repairs and Project Fund to Purchase and Install New Engine for N2134T. Resolution No. 1193.

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There being nothing further to discuss Chairman Sjoblom adjourned the meeting at 6:40 pm.

**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY**

BY:   
CHAIRPERSON

ATTEST:   
SECRETARY