

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
FEBRUARY 12, 2024
BARTOW AIRPORT, 5:30 P.M.

Vice-Chair Pfeiffer called the meeting to order at 5:33 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, February 12, at Bartow Airport, Bartow, Florida. Airport Board members present were Vice-Chair Ms. Trish Pfeiffer, Ms. Tanya Tucker, Mr. Leo E. Longworth, Ms. Laura Simpson, and Mr. Gary Ball, the 2 new Commissioners/Airport Authority Board Members and Mr. Sean Parker Airport Attorney. Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Mr. Mel Parker and Ms. Michelle Mathews, Bartow Executive Airport, Ms. Tiffani Mangold of Purvis Gray and Mr. Mike Brynjulfson of Brynjulfson, CPA.

At the opening of the meeting, Ms. Tanya Tucker made a motion for Vice-Chair Ms. Trish Pfeiffer to finish the term until May 2024 as Chair.

Ms. Laurel Simpson seconded the original motion made by Ms. Tanya Tucker to elect Ms. Trish Pfeiffer as Chair.

Mr. Sean Parker recommended formalizing the Chair, Vice-Chair and Secretary "seats" until May 2024. However, it was determined that there will be no election this year so the appointees will hold their "seats" until the next election in May 2025.

All members voted yes, and motion carried.

Mr. Longworth made a motion to elect Ms. Tanya Tucker to Vice-Chair.

All members voted yes, and the motion carried.

Ms. Tucker made a motion to elect Ms. Laura Simpson as Secretary, and Mr. Gary Ball seconded.

All members voted yes, and the motion carried.

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Chair Pfeiffer asked if there were any corrections or additions to the Minutes of November 13, 2023.

Ms. Tucker moved to approve the Minutes of November 13, 2023, as published. All Members voted yes, and the motion carried.

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

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

Mr. Helms opened the meeting by welcoming the two new Airport Authority Members, Ms. Laura Simpson and Mr. Greg Ball.

Mr. Helms then turned the meeting over to Ms. Tiffani Mangold, of Purvis Gray to present the 2022-2023 FY audit report to the Board.

Ms. Mangold reported to the Board that the Airport was in complete compliance; there were no findings or discrepancies from the prior year; the 2022-2023 FY audit report is clean; the new standards put in place in 2023 for Leases were in compliance; no disagreements with contracts or management; the audit reviewed the financial statements and there were no questions. Ms. Mangold stated that the management team and staff are really easy to work with and forthcoming with the requested information and always very helpful.

The Board thanked Ms. Mangold and Mr. Brynjulfson for their FY 2022-2023 audit report and Financial Statement.

Item #2 of the Executive Director's report needs to be deferred until the March 11, 2024, meeting. Reasons will be explained by Mr. Sean Parker, Airport Attorney, when reading the Resolutions.

Mr. Helms went over the Financial Statements for November 2023, December 2023, and January 2024. Mr. Helms answered questions from the Board.

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Ms. Tucker made motion, Mr. Longworth seconded to accept the November 2023, December 2023 and January 2024 Financial Statements as they are published.

All members voted yes, and the motion carried.

Mr. Helms discussed with the Board that Semco Construction would like to enter into an MOA with the Airport to lease land at the site of the old terminal building to construct corporate hangars. Since the new entry road alignment is not finalized and affects the lease boundaries an MOA is being issued temporarily in place of a lease.

Mr. Longworth and Ms. Pfeiffer asked why the Airport didn't build them and Mr. Helms stated that the Airport doesn't have the resources.

Mr. Helms reviewed the Quarter 1 Report with the Board, realizing that the 2nd page (on the back of page one) hadn't been copied, Mr. Helms asked Ms. Mathews to make sure to get the 2nd page to the Board first thing the next morning. Mr. Helms answered any questions that the Board may have.

Mr. Helms explained that October, November, and December of 2023 were good months, financially, but, there had been a decline in January 2024, he really wouldn't know until the end of the 2nd quarter, if sales were trending lower.

Airport Attorney-Mr. Sean Parker stated that a motion needed to be made to the MOA with Semco Construction discussed in the Airport Directors Report item #4.

Mr. Ball made a motion, Ms. Simpson seconded to approve the MOA with Semco Construction for the construction of corporate hangars.

All members voted yes, and the motion carried.

Under Old Business- There was no Old Business.

Under New Business-There was no New Business.

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Resolutions-

RESOLUTION NO. 1283- Lease with Lloyd's Auto Restorations, LLC, Building #338 (5379 Airport Blvd) for a Primary Term of Three (3) Years, at \$2,016.00 Per Month. (Lease Renewal)

Ms. Tucker moved, Mr. Longworth seconded to Adopt Resolution No. 1283. All members voted yes, and the motion carried.

RESOLUTION NO. 1284- Lease with Bartow Ford Company for Land Area #181, on a Month-to-Month Basis at \$500.00 per Month (New Lease)

Ms. Tucker moved, Mr. Longworth seconded to Adopt Resolution No. 1284. All members voted yes, and the motion carried.

RESOLUTION NO. 1285- A resolution adopting the Bartow Municipal Airport Development Authority Employee Handbook as Personnel Policies for All Employees at the Bartow Executive Airport.

RESOLUTION NO. 1285, Deferred until March 11, 2024, Airport Authority's meeting to make staff adjustment to the draft handbook and allow time for the new Commissioners to review.

RESOLUTION NO. 1286- Lease with Brightview Landscape Services, 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 \$3,251.00 Per Month (Lease Renewal)

Ms. Tucker moved, Mr. Ball seconded to Adopt Resolution No. 1286. All Members voted yes, and the motion carried.

RESOLUTION NO. 1287-A Resolution of the Bartow Municipal Airport Development Authority to Amend the Fiscal Year 2023-2024 Budget.

Mr. Longworth moved, Ms. Tucker seconded to Adopt Resolution No. 1287. All members voted yes, and the motion carried.

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RESOLUTION NO. 1288- A Resolution entering into a Construction Agreement with A & O Construction Company, Inc. to re-roof the 40'x100' metal roof at building #337 (5419 Airport Blvd.) in the amount of \$42,500.00.

Ms. Tanya moved, Mr. Ball seconded to Adopt Resolution No. 1288. All members voted yes, and the motion carried.

There being nothing further to discuss Chair Pfeiffer adjourned the meeting at 6:33 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____



CHAIRPERSON

ATTEST: _____



SECRETARY

RESOLUTION NUMBER 1287

**A RESOLUTION OF THE BARTOW MUNICIPAL AIRPORT DEVELOPMENT
AUTHORITY TO AMEND TO THE FISCAL YEAR 2023 - 2024 BUDGET**

WHEREAS, Section 129.06 Florida Statutes (Execution and Amendment of Budget) provides that the Bartow Municipal Airport Development Authority may by resolution or by motion recorded in the minutes execute and amend the budget for the fiscal year; and

WHEREAS, the following budget amendment is necessary and proper:

Funding Source

| <u>Account Number</u> | <u>Account Title</u> | <u>Amount</u> |
|-----------------------|----------------------|---------------|
| 412.02 | Insurance General | \$70,000.00 |

Transfer to Expense Account:

| <u>Account Number</u> | <u>Account Title</u> | <u>Amount</u> |
|-----------------------|----------------------|--------------------|
| 411.01 | Capital Equipment | \$70,000.00 |
| TOTAL | | \$70,000.00 |

NOW THEREFORE, BE IT RESOLVED by the Bartow Municipal Airport Development Authority, this 12th day of June 2023 that the aforementioned transaction(s) be, and the same are hereby authorized.

PASSED ON: Monday, February 12, 2024

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

By:  _____

CHAIRMAN

ATTEST:

 _____

SECRETARY

Approved as to correctness and form:

Approved as to Substance:

 _____

Airport Attorney

 _____

Executive Director

**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY
BUDGET AMENDMENT REQUEST**

Requesting the following transfer of funds:

FUNDING SOURCE:

| Account Number | Account Title | Amount |
|----------------|-------------------|--------------------|
| 412.02 | Insurance General | \$70,000.00 |
| | TOTAL | \$70,000.00 |

TO EXPENSE ACCOUNT:

| Account Number | Account Title | Amount |
|----------------|-------------------|--------------------|
| 411.01 | Capital Equipment | \$70,000.00 |
| | TOTAL | \$70,000.00 |

PURPOSE OF REQUEST: N40465 rebuilt engine, propeller and Kubota cost overage.

SIGNATURE:



LEASE WITH LLOYD'S AUTO RESTORATIONS, LLC., BUILDING #338 (5379 AIRPORT BLVD.) FOR A PRIMARY TERM OF THREE (3) YEARS, AT \$2,016.00 PER MONTH. (LEASE RENEWAL)

RESOLUTION NO. 1283

WHEREAS, the City of Bartow, Florida has heretofore leased the real property located in Polk County, Florida to the Bartow Municipal Airport Development Authority, (hereinafter called the Authority) a public instrumentality authorized by Chapter ordinance No. 776-A.

WHEREAS the said lease granted to the Authority the power to enter into lease agreements for property located at the Bartow Municipal Airport, and

WHEREAS LLOYD'S AUTO RESTORATIONS, LLC

Desires to lease certain property located at the Bartow Municipal Airport,

NOW, THEREFORE, BE IT RESOLVED BY THE BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY:

1. That the appropriate officials of the Authority are hereby authorized and directed to affix their hands and seals to this instrument substantially in the form of the Sublease Agreement, attached as Schedule "A" and incorporated herein by reference.

BUILDING #338 (5379 AIRPORT BLVD.) LOCATED AT THE BARTOW MUNICIPAL AIRPORT, BARTOW, POLK COUNTY, FLORIDA

PASSED ON: Monday, February 12, 2024

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

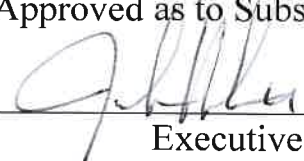
BY: 
Chairperson

ATTEST: 
Secretary

Approved as to correctness and form:


Airport Attorney

Approved as to Substance:


Executive Director

LEASE WITH BARTOW FORD COMPANY FOR LAND AREA #181, ON A MONTH-TO-MONTH BASIS AT \$500.00 PER (NEW LEASE)

RESOLUTION NO. 1284

WHEREAS, the City of Bartow, Florida has heretofore leased the real property located in Polk County, Florida to the Bartow Municipal Airport Development Authority, (hereinafter called the Authority) a public instrumentality authorized by Chapter ordinance No. 776-A.

WHEREAS the said lease granted to the Authority the power to enter into lease agreements for property located at the Bartow Municipal Airport, and

WHEREAS BARTOW FORD COMPANY

Desires to lease certain property located at the Bartow Municipal Airport,

NOW, THEREFORE, BE IT RESOLVED BY THE BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY:


1. That the appropriate officials of the Authority are hereby authorized and directed to affix their hands and seals to this instrument substantially in the form of the Sublease Agreement, attached as Schedule "A" and incorporated herein by reference.

LAND AREA #181 LOCATED AT THE BARTOW MUNICIPAL AIRPORT, BARTOW, POLK COUNTY, FLORIDA

PASSED ON: Monday, February 12, 2024

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

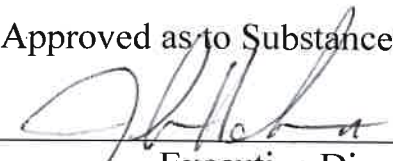
BY: 
Chairperson

ATTEST: 
Secretary

Approved as to correctness and form:


Airport Attorney

Approved as to Substance:


Executive Director

LEASE WITH BRIGHTVIEW LANDSCAPE SERVICES, 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 \$3,251.00 PER (LEASE RENEWAL)

RESOLUTION NO. 1286

WHEREAS, the City of Bartow, Florida has heretofore leased the real property located in Polk County, Florida to the Bartow Municipal Airport Development Authority, (hereinafter called the Authority) a public instrumentality authorized by Chapter ordinance No. 776-A.

WHEREAS the said lease granted to the Authority the power to enter into lease agreements for property located at the Bartow Municipal Airport, and

WHEREAS BRIGHTVIEW LANDSCAPE SERVICES, INC., a Florida Corporation

Desires to lease certain property located at the Bartow Municipal Airport,

NOW, THEREFORE, BE IT RESOLVED BY THE BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY:

1. That the appropriate officials of the Authority are hereby authorized and directed to affix their hands and seals to this instrument substantially in the form of the Sublease Agreement, attached as Schedule "A" and incorporated herein by reference.

BUILDING #217 (795 MOONEY STREET) LOCATED AT THE BARTOW MUNICIPAL AIRPORT, BARTOW, POLK COUNTY, FLORIDA

PASSED ON: Monday, February 12, 2024

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

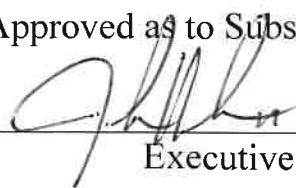
BY: 
Chairperson

ATTEST: 
Secretary

Approved as to correctness and form:


Airport Attorney

Approved as to Substance:


Executive Director

RESOLUTION NO. 1288

CONSTRUCTION AGREEMENT

Whereas, The Bartow Municipal Airport Development Authority desires to make certain Airport improvements at the Bartow Executive Airport, Polk County, Florida and

Whereas, The Bartow Municipal Airport Development Authority desires to enter into a construction agreement with A & O Construction Company, Inc., to re-roof the 40' x 100' metal roof at building #337 (5419 Airport Blvd.) in the amount of \$42,500.00

NOW, THEREFORE, BE IT RESOLVED:

1. That the Bartow Municipal Airport Development Authority does hereby approve the above stated construction agreement.

PASSED ON Monday, February 12, 2024

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY:  _____

Chairperson

ATTEST:

 _____

Secretary

APPROVED AS TO CORRECTNESS AND FORM:

 _____

Airport Attorney

APPROVED AS TO SUBSTANCE:

 _____

Executive Director