

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
MARCH 8, 2021
BARTOW AIRPORT, 5:30 P.M.

Chairman Clements called the meeting to order at 5:31 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, March 8, 2021 at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman Mr. James F. Clements, Mr. W.H. "Billy" Simpson, Mr. Steve Githens, Mr. Scott Sjoblom, Mr. Sean R. Parker, Airport Attorney. Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Deputy Executive Director, Ms. Michelle Sestile, Mr. Mel Parker, Bartow Municipal Airport. Mr. Doug DiCarlo, ESA. Mr. Leo E. Longworth arrived at 5:37 p.m.

Chairman Clements asked the Gallery to introduce themselves.

Chairman Clements asked if there were any correctios or additions to the Minutes of February 8, 2021 Regular Meeting. Mr. Githens moved; Mr. Sjoblom seconded to accept the Minutes of February 8, 2021 as published. All members voted yes; and the 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 with the financial statement stating that the Airport is right where it needs to be regarding the budget, phone and utility invoices, uniform costs and Storm Water which are relatively small amounts overall are not included due to not receiving invoices in time. March's year-to-date will better reflect those expenditures. Next month would normally roll into positive numbers however the budget amendments may delay the reflection until April 2021. Mr. Simpson stated that aircraft insurance looks higher than what was budgeted for, Mr. Helms stated that aviation insurance premiums have gone up. Mr. Githens asked what the long-term liabilities were, Mr. Helms and Mr. Parker stated that the Airport holds no bonds and would follow-up on the small recurring items. Mr. Simpson asked if the Airport had any funds on deposit with BB&T Bank and Mr. Helms stated no.

Mr. Helms stated that the process of advertising for General Engineering Firms was complete and the Airport has finalized agreements with Hanson Professional Services, Inc., and AECOM. The AECOM agreement will be presented to the Board at the April 12th, 2021 meeting.

Mr. Githens moved, Mr. Sjoblom seconded to accept Hanson Professional Services, Inc., and AECOM as the General Engineering Firms for the Airport.

Mr. Helms also explained to the Board that the Air Traffic Control Tower has used "call down" (it looks like a regular land line) that when picked up connects directly to Tampa and/or Miami Approach and needs to be upgraded to a modem service that is more reliable for the Tower and Aircraft usage this system was budgeted for the fy 2020-2021 however it has come in over budget and would be asking the Board for a Budget Amendment to cover the Task Order 8 for Hanson Professional Services to design the build/install of the Liberty Star VCC in the tower.

Mr. Githens moved; Mr. Sjoblom seconded to approve Task Order 8 in the amount of \$21,045.00. All members voted yes, and the motion carried.

Airport Attorney- Mr. Parker stated that he had nothing new to report but would be working through the Resolutions at the end of the meeting.

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Mr. Longworth asked how long the lease agreement would be for Building #270 attached to Resolution No. 1220? Mr. Helms stated five years with renovations being completed mid-summer.

Chairman Clements mentioned that he had visited the Airport restaurant for breakfast, and was informed that the only thing available on the menu was eggs and toast. Chairman Clements asked about grits, sausage, bacon, etc., and was told that the manager of the restaurant would only allow him to serve the eggs and toast. Chairman Clements stated that he then left without ordering and went to the Eagle Lake Diner for breakfast.

Mr. Helms informed the Board that Mid-Florida Lumber has begun the deconstruction of their buildings and the land area will be transitioning back to aviation. An Agenda item will be on April's agenda amending the Airport Land Use Map.

Mr. DiCarlo then updated the Board and answered questions regarding the Master Plan Project.

Under Old Business-There was no Old Business

Under New Business-There was no New Business

Lease with Bartow Ford Company, Land Area #270 (698 Cessna Street) for a Primary Term of One Month to Continue on a Month-to-Month Basis at \$400.00 Per Month. New Lease Resolution No. 1215

Mr. Simpson asked why it was only a month-to-month lease and Mr. Helms answered that this was just parking area at building #270. Bartow Ford will be leasing Building #270 upon completion of the renovations, then the month-to-month lease will be cancelled, adding the parking area to the Building #270 lease.

Mr. Simpson moved, Mr. Githens, seconded to Adopt Resolution No. 1215. All members voted yes, and the motion carried.

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Lease with Stat Medical, Building #232 (5263 Airport Blvd.) for a Primary Term of Two (2) Years with Three (3), One (1) Year Options at \$850.00 Per Month.
New Lease Resolution No. 1216

Mr. Beacham informed the Board that Stat-Medical is a non-emergency transport company, they currently have two vehicles and will be adding to their fleet.

Mr. Sjoblom moved; Mr. Simpson seconded to Adopt Resolution No. 1216. All members voted yes, and the motion carried.

Budget Amendment Resolution No. 1217 FY 2020-2021 Restore Recurring Vehicle Payment for Operations Vehicles. Previously Approved by Board on July 9, 2018.

Mr. Helms stated that this is the third-year payment on the Airport company operations vehicles.

Mr. Githens moved; Mr. Sjoblom seconded to Adopt Resolution No. 1217. All members voted yes, and the motion carried.

Budget Amendment Resolution No. 1218 FY 2020-2021 Additional Funds to Complete Project, due to Completed Bid. Request Authorization for Executive Director to Execute Contract with Semco Construction to replace roof on Hangar Building #424.

The roof was already budgeted at \$27,000.00, however increased material costs, require additional funds.

Mr. Githens moved; Mr. Sjoblom seconded to Adopt Resolution No. 1218. All members voted yes, and the motion carried.

Budget Amendment Resolution No. 1219 FY 2020-2021 Additional Funds to Complete Project to install the Liberty Star VCC in the Air Traffic Control Tower due to Equipment cost Increase and Engineering.

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Mr. Sjoblom moved; Mr. Githens seconded to Adopt Resolution No. 1219. All members voted yes, and the motion carried.

Budget Amendment Resolution No. 1220 FY 2020-2021 Project to Renovate the Interior of Building #270, Converting Space from Office to Combination Office and Warehouse; \$170,000.00 will be moved from the Airport's Money Market Account, with an approximate 17 months for the return on the investment.

Mr. Githens moved; Mr. Longworth seconded to Adopt Resolution No. 1220. All members voted yes, and the motion carried.

There being nothing further to discuss Chairman Clements adjourned the meeting at 6:40 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____


CHAIRPERSON

ATTEST: _____


SECRETARY