

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
JULY 13, 2020
BARTOW AIRPORT, 5:30 P.M.

Chairman Clements called the meeting to order at 5:32 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, July 13, 2020 at Bartow Airport, Bartow, Florida. Airport Board members present were, Mr. James F. Clements, Mr. W.H. "Billy" Simpson, Mr. Steve Githens, Mr. Scott Sjoblom, 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 arrived shortly after the meeting was called to order. Also present were Mr. Steve Henriquez, Aecom, Mr. Justin Edwards, ICE; Mr. Jay Scalise, Kutchins and Groh; Mr. Todd Cox, Avcon, and Mr. Michael Moon, Hanson.

Chairman Clements asked if there were any corrections or additions to the Minutes of June 8, 2020 Regular Meeting. Mr. Githens moved; Mr. Simpson seconded to accept the Minutes of June 8, 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.

Mr. Helms opened the meeting by wishing the Mayor of Bartow and Bartow Airport Authority member Mr. Scott Sjoblom a Happy Birthday.

Continued-Page Two
Minutes of July 13, 2020

Mr. Helms reported to the Board that the Airport appears to be slowly coming back steps are continuing to follow protocol for COVID-19 specifications. Including steps to avoid contact, most contact is happening with the flight school. Cleaning and sanitizing continues, with the aircraft also being sterilized after every use, we have masks and face shields for employees at their discretion, students and instructors are having their temperature taken before they get in the aircraft anybody with 99° or above have to vacate the terminal building. The flight school has opened back up to new students, however one half of the Airport's instructors are still opting to stay at home. Masks being worn in the aircraft by students/instructors are at their discretion, but Mr. Helms feels because of temperatures inside the aircraft and the altitude that may not be the best thing to do.

The restaurant opened back up on July 6th as discussed, it has been slow however that was the expectation, they have an employee canvassing the industrial park and hangar areas with information.

Mr. Simpson asked whether the restaurant has debt to the City of Bartow and Mr. Helms stated that he believes that their account with the City is even. Mr. Helms stated that we are in our slow months, and with the COVID and the weather conditions it is affecting them even more than usual however they have had a couple small fly ins.

Mr. Helms moved onto the lease agreement between the City of Bartow and the Bartow Municipal Airport Development Authority. The current lease agreement expires August 31, 2020. The City of Bartow and the Bartow Municipal Airport Development Authority enter into a lease agreement every ten (10) years at a cost from the Airport to the City of \$10.00. Mr. Sean Parker Airport Attorney did some research into the history of the practice and stated that it appears this arrangement goes back to 1967 and involved a statutory lease with the government in the late 1960's it was a five (5) year agreement and sometime in the 1980's it became a ten (10) year pattern. Mr. Parker stated that it appears to be a requirement by the Federal Aviation Administration so that the airport and the industrial park can be ran by the municipality and subsequently qualify for grant funding. The lease agreement will go into effect September 1, 2020 and go before the City of Bartow Commission meeting as an Ordinance in 2 weeks.

Continued-Page Three
Minutes of July 13, 2020

Mr. Helms then addressed the Proposed 2020-2021 FY Budget. The Budget is presented to the Authority Board in July and must be voted on and passed by September 30. Mr. Helms stated that the total revenues are based on a flat budget, and that 2.5% is usually calculated as an increase however this year is based on a 3.5% increase due to cost of doing business and inflation, especially not being able to predict how the COVID-19 is going to affect the economy. The salaries will stay at a 3% increase for the staff, the Industrial Park remains stable, however there will be no capital considering the state asking for airports to push back projects. However, Mr. Helms was glad that the airport will be receiving an over 1-million-dollar rail project under the Railway being under new ownership. Also, the Master Plan project will carry into the new year, there is a potential transportation project by way of a relief CARES package. A new IT server needs to be purchased and upgraded so that the Airport will have a solid-state server to support working from home if that issue presents itself.

The budget if approved will also cover some replacement items: 28 Zulu and 72 Charlie need new engines at approximately \$50,000.00; the tower needs a Liberty Star VCC System, Bartow's Air Traffic Control Tower is the only tower left that uses the old system that consists of a land line phone transmitter, the Airport doesn't have to enter into a contract per se, however there will be a one-time installation/purchase fee and then a maintenance agreement, also some painting of Industrial Park buildings and two (2) roofs, building #424 which is a hangar building and the roof on the truck storage area.

Mr. Githens asked if there was any salvage value on the aircraft engines and Mr. Helms stated yes there is a core value added in. Mr. Githens asked if there was any FDOT or FAA grant funding for the new engines and Mr. Helms stated usually but there is none at this time. Also, there was no Hurricane Irma FEMA funds allocated to the airport however, the airport's insurance covered the damages. Mr. Githens also inquired as to the possibility of operations being affected by the COVID-19 and Mr. Helms stated that he doesn't foresee Bartow Executive Airport as having any issues. Mr. Githens asked about fuel projections for the next year and Mr. Helms stated that he felt the airport would be ok and doesn't foresee any problems the fuel budget is very conservative.

Continued-Page Four
Minutes of July 13, 2020

Mr. Longworth asked if there was a vehicle replacement program in place currently in the budget and Mr. Helms stated that from computer's equipment to airport vehicles, mowers, etc., will be replaced when needed and not "ran" until they have no value at all is included in a five (5) year budget plan.

Mr. Helms then discussed and answered questions from the Board regarding the June 2020 Financial Statement. Mr. Helms stated that there is one half million dollars in reserves , the CARES funding in April that the Airport received helped in recover of payroll in the amount of \$65K was deposited and Mr. Helms stated that he was very happy with it.

Airport Attorney-Had nothing to report

Under Old Business-No New Old Business

Under New Business-No New Business

Resolutions:

Resolution No. 1195. Authorizing a Lease Agreement with the City of Bartow Regarding Airport Lands, for a Term of Ten (10) Years, Commencing September 2, 2020.

Mr. Sjoblom moved; Mr. Simpson seconded to Adopt Resolution No. 1195. All members voted yes, and the motion carried.

Resolution No. 1196 Adopting the 2020-2021 Budget.

Mr. Simpson moved; Mr. Longworth seconded to Adopt Resolution No. 1196. All members voted yes, and the motion carried.

Resolution No. 1197 with Edwards Professional Alarms & Video, Inc., Building #225-B W-1/2 (4002 Echo Avenue) for a Primary Term of Three (3) Years at \$505.00 Per Month (Lease Renewal).

Mr. Sjoblom moved; Mr. Githens seconded to Adopt Resolution No. 1197. All members voted yes, and the motion carried.

Resolution No. 1198 with Polk County, a political subdivision of the state of Florida, Building #214 (735 Mooney Street) for a Primary Term of Six (6) Months at \$6,000.00 Per Month Plus Applicable Utilities. (New Lease).

Mr. Longworth moved; Mr. Githens seconded to Adopt Resolution No. 1198. All members voted yes, and the motion carried.

The Board asked what the building was being used for and Mr. Helms answered that Polk County Emergency Operations Center are using it to store PPE (Personal Protection Equipment) from the State of Florida Health Department to hospitals, nursing homes and assisted living facilities in the wake of the COVID-19 pandemic and decided to lease it through the end of hurricane season.

Chairman Clements asked the gallery to please introduce themselves and the company that they represented.

There being nothing further to discuss Chairman Clements adjourned the meeting at 6:22 pm.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____



CHAIRPERSON

ATTEST: _____



SECRETARY