

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
JANUARY 11, 2021
BARTOW AIRPORT, 5:30 P.M.

Chairman Clements called the meeting to order at 5:38 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, January 11, 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. Leo E. Longworth, Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Deputy Executive Director, Ms. Michelle Sestile, Mr. Mel Parker Bartow Municipal Airport. Mr. Steve Henriques, AECOM, Mr. Jay Scalise, Kutchins & Groh, Mr. Doug DeCarlo and Mr. Joe Halinsky, ESA. Mr. Scott Sjoblom and Mr. Sean Parker, Airport Attorney were excused absent.

Chairman Clements asked the Gallery to introduce themselves.

Chairman Clements asked if there were any corrections or additions to the Minutes of December 14, 2020 Regular Meeting. Mr. Simpson moved; Mr. Githens seconded to accept the Minutes of December 14, 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 going over the December 2020 Financial Statement, stating that it is reflecting a little short from last year in both revenue and expenditures. Mr. Githens asked about the Miscellaneous Revenue line item; Mr. Helms explained the line being used for income, that is for items that do not fit into any other line item comprised mostly of small and/or infrequent revenues. Mr. Mel Parker elaborated with examples such as ramp fees and small individual services including lav service and GPU. Mr. Githens inquired about the Expenditure Budget, particularly the Group Insurance line items, Mr. Helms stated that the General Insurance line is paid in full at the first of the year while Group Insurance is paid monthly. Mr. Githens requested Mr. Helms explain the Project Funds line item. Mr. Helms explained that the Project Funds line is used to address projects that exceed the annual operating budget. The Projects Revenue line is used to show funds being added from reserves to address one-time projects that are projected to be greater than budgeted operating revenues allow. Individual project expenditures are budgeted within the capital expenditure budget for large projects and other expenditure lines for smaller projects. The Project expenditure line item is used to budget expected revenues in excess of the operating expenditure budget, therefore showing funds from the budget that can be allocated to one-time projects in future years budgets. There were no further questions from the Board.

Mr. Helms stated that Mr. Doug DeCarlo and Mr. Joe Halinsky of ESA Consulting were already going to be at the Airport to discuss and start the Master Plan Project preliminaries and asked Mr. DeCarlo to briefly speak to the Board.

Mr. DeCarlo addressed the Board as to what the Master Plan process will be. He stated that it will be a one and a half to two-year process. However, Post Covid may set that back some. It will be based on a 20-year outlook for the Airport. The Master Plan Website should be up and operable the first part of April 2021. Mr. Steve Henriquez of AECOM stated that he is here to help support ESA if needed.

Airport Attorney- Mr. Parker was not present. There were no updates.

Under Old Business-There was no Old Business

Under New Business-There was no New Business

Continued-Page Three
Minutes of January 11, 2021

Resolutions:

Lease with Pro Metal Coating II, Inc., Building #223 (4080 Echo Avenue) for a Primary Term of Two (2) Years with Two (2), One (1) Year Options at \$4,250.00 Per Month. (New Lease) Resolution No. 1209.

Mr. Githens moved; Mr. Simpson seconded to Adopt Resolution No. 1209. All members voted yes, and the motion carried.

Lease with Pro Metal Coating II, Inc., Building #214 (735 Mooney Street) for a Primary Term of Two (2) Years with Two (2), One (1) Year Options at \$6,250.00 Per Month. (New Lease) Resolution No. 1210

Mr. Simpson moved; Mr. Githens seconded to Adopt Resolution No. 1210. All members voted yes, and the motion carried.

Lease with Preferred Maintenance, Building #309 (4171 Echo Avenue) for a Primary Term of Two (2), One (1) Year Options at \$3,100.00 Per Month. (New Lease) Resolution No. 1211

Mr. Githens moved; Mr. Longworth seconded to Adopt Resolution No. 1211. All members voted yes, and the motion carried.

Lease with Preferred Maintenance, Building #237-B (5253 Airport Blvd.) for a Primary Term of Two (2) Years with Two (2), One (1) Year Options at \$650.00 Per Month. (New Lease) Resolution No. 1212.

Mr. Githens moved; Mr. Longworth seconded to Adopt Resolution No. 1212. All members voted yes, and the motion carried.

Chairman Clements asked about the status of the Runways at Bartow Restaurant and Mr. Helms stated that they have been sent a notice of default for failure to comply with the terms of their lease agreement. When the Board approved the amendment to the restaurant's hours of operation at the December 2020 meeting, the very next day the restaurant did not open as agreed. Mr. Helms updated the Board on other issues that have been happening with the restaurant.

There being nothing further to discuss Chairman Clements adjourned the meeting at 6:03 pm.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY:  _____
CHAIRPERSON

ATTEST:  _____
SECRETARY