

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
MARCH 11, 2024
BARTOW AIRPORT, 5:30 P.M.

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

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, March 11, 2024, at Bartow Airport, Bartow, Florida. Airport Board members present were Chair Ms. Trish Pfeiffer, Ms. Tanya Tucker, Ms. Laura Simpson, Mr. Leo E. Longworth, and Mr. Gary Ball, 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, and Mr. Sergio Seone, AOPA.

Vice-Chair Pfeiffer started the meeting by welcoming the 2 new Authority Members/Commissioners, and that there would be no election this year, 2024.

Ms. Pfeiffer stated that she assumed she was still Vice-Chair.

Ms. Pfeiffer is currently the Airport Authority Board acting Chair.

Chair Pfeiffer asked if there were any corrections or additions to the Minutes of February 12, 2024.

Ms. Simpson stated that she had some confusion on the Minutes of March 11, 2024 as to whether the Board would vote for officers in May 2024 or May 2025.

Mr. Sean Parker interjected to state that typically the swearing in of new Commissioners would occur in April at the City and then the Airport would reorganize at their meeting after that. Mr. Parker advised that the Airport could revisit this issue at the May 2024 Board meeting. Mr. Ball requested that a re-vote be added to the May agenda as an action item.

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Ms. Simpson pointed out that when recording the motion made by Ms. Tucker to elect Ms. Pfeiffer as Chair, her first name was spelled incorrectly as Laurel and not Laura.

Ms. Tucker moved to approve the Minutes of February 12, 2024, as published with Ms. Simpson's corrections recorded herein. 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 giving an update on the Air Traffic Control Academy. The provider of the equipment is in Country; The FAA is currently "building out" a facility for testing to obtain full certification; the Polk County School Board has hired a specialist to work with them on instructors and with the academics; the students live training will occur in the Bartow Executive Airport's ATC; the renovations on the facility that will be training the students on the academics has begun; the City of Bartow will be coming out to move some old electric equipment i.e. wires and electric poles; the FAA is aware and is receiving updates from the local ADO; a project to rehabilitate the Airport's air traffic control tower has started. The Airport plans to turn the building over to Frequentis in July 2024; Chair Pfeiffer asked Mr. Helms who would be responsible for the curriculum/training for the students and Mr. Helms stated that Traviss Vocational Technical Center would be the facilitator; Chair Pfeiffer asked if the course was 18 months and Mr. Helms answered it would be a 10-month course. Chair Pfeiffer stated that this was a very important and vital academy for our area.

Mr. Helms continued to item number two on the agenda regarding the Bartow Executive Airport's Employee Handbook and Resolution #1285 that had been deferred at the February 12, 2024, Airport Authority Board meeting, to be voted on in the Resolution section of the Agenda.

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Mr. Helms discussed the February 2024 Financial Statement. The numbers are positive going into February and January was an off month. There was a worldwide decrease in fuel sales and Mr. Helms stated that it was attributed to the weather. The net revenue was \$145,000.00. The Airport is also wrapping up Hurricane Irma repairs.

Ms. Simpson made motion; Ms. Tucker seconded to accept the February 2024 Financial Statement as published.

All members voted yes, and the motion carried.

Mr. Helms informed the Board that the CPI rate for 2023 was 3.4% so the Industrial Park, T-Hangar and Tie down tenants would be seeing an increase in their upcoming invoices.

Airport Attorney-Had nothing to report.

Under Old Business- There was no Old Business.

Under New Business-There was no New Business.

Resolutions-

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.

Chair Pfeiffer asked who would be monitoring the personnel policies and Mr. Helms stated that it would depend on the situation. Chair Pfeiffer asked how many employees the Airport currently has, and Mr. Helms answered "28".

Chair Pfeiffer stated that it was very extensive, and Mr. Helms stated that it was researched and compiled from the City's, County, and another airport's layout.

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There were no further questions asked. Ms. Tucker moved; Mr. Ball seconded to Adopt Resolution # 1285.

All members voted yes, and the motion carried.

RESOLUTION NO. 1289-Lease with Champion Retail Housing, Inc., A Delaware Corporation d/b/a Titan Factory Direct Homes, Land Area #180 (One Acre) located off Beechcraft Street, for a Primary Term of Thirty (30) Days, to Continue on a Month-to-Month Basis at \$500.00 Per Month (New Lease).

Mr. Longworth asked if this was expanded production and Mr. Helms answered, it is for storage of park model homes waiting for delivery. Mr. Longworth moved; Ms. Tucker seconded to Adopt Resolution #1289.

All members voted yes, and the motion carried.

There being nothing further to discuss Chair Pfeiffer adjourned the meeting at 6:00 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____



CHAIRPERSON

ATTEST: _____



SECRETARY



AIRPORT AUTHORITY 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

WHEREAS, Section 2-87 of the Code of Ordinances of the City of Bartow authorizes the Bartow Municipal Airport Development Authority to adopt by resolution personnel and other policies for the operation for the Bartow Municipal Airport, and

WHEREAS, the Bartow Municipal Airport Development Authority wishes to adopt by resolution personnel and other policies for the operation of the Bartow Municipal Airport,

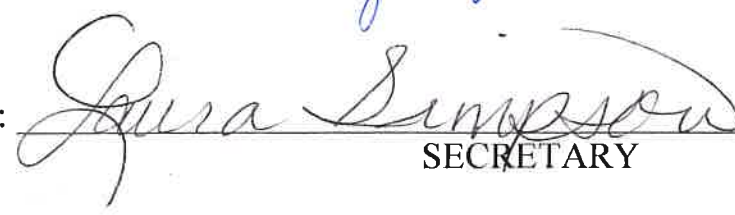
NOW, THEREFORE, BE IT RESOLVED BY THE BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY:


- 1.) That the Bartow Airport Authority hereby adopts all provisions of the Employee Handbook, a copy of which is hereto attached.
- 2.) That the Bartow Airport Authority reserves the right to amend the same from time to time by resolution.
- 3.) Said Employee handbook and all amendments thereto shall be compiled in the policy handbook of the Bartow Airport Authority which shall be held in the custody of the Executive Director and shall be open for public inspection.

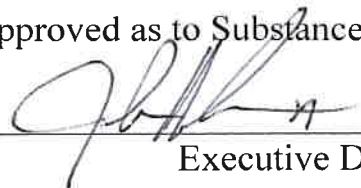
PASSED ON: Monday, March 11, 2024

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 CHAMPION RETAIL HOUSING, INC., A DELAWARE CORPORATION D/B/A TITAN FACTORY DIRECT HOMES, LAND AREA #180 (ONE ACRE) LOCATED OFF OF BEEHCRAFT STREET, FOR A PRIMARY TERM OF THIRTY DAYS TO CONTINUE ON A MONTH-TO-MONTH BASIS AT \$500.00 PER MONTH (NEW LEASE)

RESOLUTION NO. 1289

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 CHAMPION RETAIL HOUSING, INC., A DELWARE CORPORATION D/B/A TITAN FACTORY DIRECT HOMES

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 #180 (ONE ACRE) LOCATED AT THE BARTOW MUNICIPAL AIRPORT, BARTOW, POLK COUNTY, FLORIDA

PASSED ON: Monday, March 11, 2024

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: 

Chairperson

ATTEST: 

Secretary

Approved as to correctness and form:



Airport Attorney

Approved as to Substance:



Executive Director