

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
JULY 9, 2018
BARTOW AIRPORT, 5:30 P.M.

Vice-Chairman Sjoblom called the meeting to order at 5:30 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, July 9, 2018 at Bartow Airport, Bartow, Florida. Airport Board members present were, Vice-Chairman Scott Sjoblom, Ms. Trish Pfeiffer, Mr. James F. Clements, Mr. Leo E. Longworth, Mr. Sean R. Parker, Airport Attorney and Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Mr. James M. "Mel" Parker, Ms. Michelle Sestile, Ms. Jennifer Baisden, and Mr. Tommy Martin, Bartow Municipal Airport, Mr. Steve Henriquez, AECOM. Absent from the meeting excused was Chairman W.H. "Billy" Simpson.

Vice-Chairman Sjoblom asked if there were any corrections or additions to the Minutes of May 14, 2018, 2018 Regular Meeting. Mr. Longworth moved, Mr. Clements seconded to accept the Minutes of May 14, 2018 as published. All members voted yes, and the motion carried.

Vice-Chairman Sjoblom asked if there were any Public Comment on matters not appearing on the Agenda-There were none.

Vice-Chairman Sjoblom asked if there were any Public Comment on matters appearing on this Agenda, but not scheduled for separate public hearing-There were none.

Mr. Helms opened the meeting by informing the Board that the airport is renovating the interior of Building #242 to improve the structure and increase marketability. The quotes were given in portions of the project separately and Tucker Construction provided the lowest quotes for each. Mr. Helms stated that the total however was greater than \$25,000.00 which requires the airport to seek permission from the Board to waive the formal bid process.

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After further discussion the Board agreed to waive the formal bid process by way of Resolution No. 1162, which will be presented for vote at the end of the meeting.

Mr. Helms then opened a discussion regarding vehicles; two maintenance vehicles are greater than 20 years in service one 1989 and the other 1997 pick up trucks; also, there is a need for an airside vehicle referring back to the fatal aircraft crash December 24, 2017, the linemen were late to the scene of the crash, and a need for a vehicle to be used for airport business i.e. banking, post office, other airport errands including operating on airport so the employees don't have to continue to use their personal vehicles and submit expense reports. Mr. Helms stated that he wants the operations vehicles to be fully equipped with emergency response equipment and be of the same color (silver), marked, have lights, radio's, 4x4 and Bartow Municipal Airport logos in plain sight marked on the doors. Mr. Helms stated that he has been speaking with Bartow Ford in regard to piggy backing the Charlotte County bid contract, and using Ford Municipal Credit, where there will be an 8-year contract, mileage and maintenance plan. The Ford Credit municipal finance plan is one that at the end of a four-year contract plan he airport will have the option to purchase the vehicles for \$1.00 each.

Mr. Clements moved, Ms. Pfeiffer seconded to approve Mr. Helms proceeding with plans to work with Bartow Ford Company in entering into a finance program to purchase four new vehicles for the airport.

Mr. Helms then went on to review the 3rd quarter update and the Board was very happy with it. Mr. Helms stated that the airport will continue to compile and pass out the reports every quarter. Mr. Longworth stated that he liked the history on the quarters included in the report. Vice-Chairman Sjoblom recognized the great job Ms. Baisden is doing on social media.

Mr. Helms proceeded to present the 2019 Proposed Budget to the Board for their review and discussion. Mr. Helms stated that a new format with a clearer vision of the airport and how it is running. The divisions were restructured as Airside, Landside and Bartow Flying Service.

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There also includes several account name changes and two new accounts added; Line #303 is for tracking grant funding and will do away with the need to have multiple project accounts. Mr. Helms stated that ideally the operating account would have seven months' worth of funds available when needed and line #440 is an expenditure item to set aside funds for future capital projects. Mr. Helms informed the Board that one of the first major purchases from the new budget needed to be a new self-service fuel terminal. Mr. Clements stated that short of a catastrophic storm the grove will gross over \$10,000.00 this year. Ms. Pfeiffer stated that the budget looks good and she likes the new format. Vice-Chairman Sjoblom stated that the he wished to defer the budget with Resolution No. 1161 to August's meeting so that Chairman Simpson can be present, and the Board agreed.

Mr. Clements stated that he would not be able to attend the August Airport Authority Board meeting, but the proposed 2019 budget looked good to him.

The Board stated that both the May 2018 and the June 2018 Financial Statements looked good.

Mr. Helms asked the Board if they wished to compile any questions regarding the 2019 proposed budget he would be happy to answer them.

Airport Attorney-Mr. Parker stated that there has been no change in status of the New Entry Road Project, so there will be no need for updates going forward, until there is a change.

Ms. Pfeiffer said that after five years of asking about the new entry road project and when it was going to begin, it appears that the project has turned out the way it was supposed.

Vice Chairman Sjoblom stated that things seem to have a way doing that.

Ms. Pfeiffer stated that she was excited about more airside/aviation growth.

Mr. Helms stated that he agreed that there is great potential for aviation related business to be at the airport.

Mr. Clements asked how thick the pavement was and Mr. Henriquez stated that it is military design 6" in middle and 8" at the joints.

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Under Old Business-Mr. Helms stated that Sabal Transport's low bid for the pavement project on his leased area came in at \$74,664 and was very happy with the bid award.

The FDOT has agreed to expand an existing grant parameter, allowing the Airport to fund the paving with FDOT assistance.

Ms. Pfeiffer stated that she wants work to be done on appearances of leased areas throughout the industrial park that are required in tenant's leases, especially wants Sabal Transport to keep up the appearance when the improvements are made. Also, wants the land area leased by Sabal Transport for the storage of tractor trailers to be kept up.

Mr. Longworth asked about the PC School Board building and Mr. Helms stated that Florida Department of Children and Families (that had been the prior tenant) was contacted and they are interested but not until their current lease expires.

New Business- Mr. Clements asked about the status of the restaurant and Mr. Helms stated that he had a meeting that morning with Darren of Service with Style the restaurant consultant hired by the airport and a company out of Tampa, that wouldn't be closing their Tampa location just expanding. Their genre' being café' style and specializing in gourmet hamburgers. Mr. Clements asked about the rent and Mr. Helms stated that at this point rent wasn't really the focus but to enter into more of a partnership.

Resolutions:

Lease with Best Fabrications, Inc., Building #204 (2145 Bravo Avenue), Primary Term of One (1) Year, with Four (4), One (1) Year Options at \$,181.00 Per Month. Resolution No. 1160 (Lease Renewal)

Mr. Longworth moved, Mr. Clements seconded to adopt Resolution No. 1160. All members voted yes, and the motion carried.

Resolution No. 1161 Adopting the 2018-2019 Proposed Budget.

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Deferred earlier in the Minutes until the August 13, 2018 Meeting.

Resolution No. 1162 Building #242 Renovation Contract Waiver of Formal Bid Process.

Ms. Pfeiffer moved, Mr. Clements seconded to adopt Resolution No. 1162 Renovation Contract Waiver of Formal Bid Process. All members voted yes, and the motion carried.

There being no further business to come before the Airport Authority, the meeting was adjourned at 6:47 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

By: W. H. Simpson
CHAIRPERSON

ATTEST: Pfeiffer
SECRETARY