

MINUTES

BARTOW AIRPORT AUTHORITY SPECIAL MEETING TUESDAY, OCTOBER 31, 2017 BARTOW MUNICIPAL AIRPORT 8:45 AM AND RECONVENED AT 4:00 PM

Prior to the Special Meeting on Tuesday, October 31, 2017, three of the six finalists dropped out of the race. A tour of the Airport and Industrial Park was led by Ms. Trish Pfeiffer for the three remaining candidates on Monday morning, October 30, 2017, and a reception was held for the three candidates, Mr. Terry Beacham, Mr. Garrett Bryant and Mr. John Helms, hosted by the Airport Authority at 4:00 p.m., at the Airport, which was attended by Airport staff members, Airport Consultants, and other City of Bartow Officials.

The Bartow Municipal Airport Development Authority held a Special Meeting on Tuesday, October 31, 2017, at Bartow Municipal Airport, Bartow, Florida. Airport Board members present were Chairperson Leo E. Longworth, Mr. W.H. "Billy" Simpson, Mr. James F. Clements, Mr. Warren P. "Pat" Huff (arrived at 8:51 am) and Ms. Trish Pfeiffer; Airport Manager, Ms. Cynthia L. Barrow and Mr. Sean Parker, Airport Attorney, and Ms. Michelle Sestile, Bartow Municipal Airport. Also, present was Mr. Colin Baenziger, of Colin Baenziger & Associates.

Chairperson Longworth called the Bartow Municipal Airport Authority Special Meeting to order at 8:45 AM.

Chairperson Longworth asked if there were any Public Comment on matters not appearing on the Agenda-There were none.

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

Mr. Colin Baenziger started the meeting by going over the procedures for the day. Mr. Baenziger stated that group interviews would be conducted in sequential order with each candidate, in 50-minute intervals, but to not worry if they ran a little long, the time could be made up at lunch. After a short lunch, then the Board will conduct one-on-one interviews with each candidate.

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The Board had a list of 35 questions that Mr. Baenziger had compiled and decided to trim the list to between 15-20 questions. The Board could ask all the same questions or rotate around and could also ask their own questions of the candidates.

Chairman Longworth suggested that the Board greet the candidates and ask if they have any questions before starting the individual group interview process and then ask the candidates to tell the Board member about themselves.

Then the Board picked questions from the list of 35 that they were going to ask, going around the table to pick the number of which question which Board member would ask.

Chairman Longworth asked Mr. Baenziger if the decision would be made by a rating system? Mr. Baenziger stated that it was the Board's choice, but he himself preferred to go with a personal opinion over a rating system. Ms. Pfeiffer stated that she would prefer a personal opinion poll over a rating system; therefore, a candidate wouldn't lose to a possible one-point score and would lose by default.

After a decision was made to offer the Executive Director's position to a candidate, the offer and benefits package would pass through Mr. Sean Parker's office, to Mr. Colin Baenziger's office, and then to the candidate selected.

Ms. Pfeiffer asked Mr. Huff if he minded trading individual interview times with her, so she could attend a legislative function down town Bartow. Mr. Huff stated that he didn't have a problem with the switch.

The Board then adjourned at 9:10 am to start the interviews.

The first step in the interview process that morning was to have a meeting/interview with the three candidates individually and all the Board members, which lasted approximately 50 minutes each. The first candidate to be interviewed by the Board was Mr. Terry Beacham. At approximately 9:20 am, after the interview commenced, Mr. James Clements had to leave for a previously scheduled appointment. The second candidate scheduled was Mr. John Helms at which time Mr. Clements returned to the interview process at approximately 10:30 am. The third and final candidate was Mr. Bryant Garrett and when his interview ended everyone broke for lunch.

After lunch at approximately 12:30 the individual interviews commenced with individual Board Members. There were three offices set up for the individual interviews to be conducted.

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At 4:00 the meeting was reconvened and called to order by Chairman Longworth and roll was called with all 5 Authority Board Members and Mr. Sean Parker being present. Also present were Ms. Cynthia L. Barrow, Ms. Michelle Sestile, Ms. Jennifer Baisden and Mr. Mel Parker, Airport Staff; Mr. Colin Baenziger of Colin Baenziger & Associates.

Chairman Longworth opened the meeting by stating that this portion of the meeting was to discuss the candidates and hopefully select the Bartow Airport's new Executive Director.

Mr. Colin Baenziger stated that it would be handled ballot style and to mark on a piece of paper in order of preference i.e. 1,2,3 the candidate of the Board Member's choice, and to sign and date the paper as it will be public record.

The papers were turned in to Mr. Baenziger and he read them aloud as follows:

Mr. Billy Simpson-Mr. John Helms
Mr. Pat Huff-Mr. Terry Beacham, Mr. John Helms, Mr. Bryant Garrett
Chairman Leo Longworth-Mr. John Helms, Mr. Terry Beacham, Mr. Bryant Garrett
Ms. Trish Pfeiffer-Mr. John Helms, Mr. Terry Beacham, Mr. Bryant Garrett
Mr. James F. Clements-Mr. Bryant Garrett, Mr. Terry Beacham, Mr. John Helms

Mr. Baenziger read the count as three votes for Mr. John Helms, one vote for Mr. Terry Beacham and one vote for Mr. Bryant Garrett.

Ms. Pfeiffer then thanked Mr. Colin Baenziger for a great job. Ms. Pfeiffer stated that her decision was based on the fact that even though Mr. Terry Beacham was well versed in the operations of the Airport he lacked aviation experience. She stated that she felt that the team of Mr. Helms and Mr. Beacham would be a "golden team" for the future of the Bartow Municipal Airport.

Mr. Simpson stated that he agreed and after interviewing all three candidates felt that Mr. Helms was the better candidate and also felt that Mr. Helms and Mr. Beacham were going to make a great team.

Mr. Huff stated that he preferred Mr. Beacham as the Executive Director and Mr. Helms as the Assistant Director. Ms. Pfeiffer stated that Mr. Helms was coming from a Management position. Mr. Huff stated that he did feel Mr. Helms had a great personality and would work well with the Airport staff.

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Mr. Huff stated that he selected Mr. Beacham because he wanted someone with conservative management skills. Ms. Pfeiffer said Mr. Helms being a pilot is strength.

Chairman Longworth stated that he thought Mr. Beacham will stay and be committed, but he wanted to leave his options open. Ms. Pfeiffer said she didn't think Mr. Beacham will seek other employment. Chairman Longworth said he chose Mr. Helms because he is an Airport Manager and he is a pilot.

Mr. Clements said he voted for Mr. Garrett because he thought he had a world of experience and knowledge and thought he could do what the Board wanted him to do. Mr. Simpson stated that he thought Mr. Garrett has experience, but his concern was him working with the current staff. Ms. Pfeiffer stated she was concerned as to why Mr. Garrett was asked to leave Sanford Airport after 15 years of employment. She said as far as people skills, she favored Mr. Beacham and Mr. Helms.

After further discussion from the Board on the decision to offer Mr. John Helms the Executive Director's position and the asset they felt he and Mr. Terry Beacham as team would be, Mr. Clements moved to attempt to negotiate with Mr. John Helms in offering him the position. Ms. Pfeiffer seconded. Mr. Huff stated for the record, that if it was the wish of the Board to offer Mr. Helms the position he would vote Aye, but he still didn't feel he is the right candidate for the job. Chairman Longworth asked for a roll call vote.

Chairman Longworth-Aye
Mr. Simpson-Aye
Mr. Huff-Aye
Ms. Pfeiffer-Aye
Mr. Clements-Aye

The motion carried.

Mr. Simpson then made a motion that in the event Mr. Helms did not accept the position of Executive Director, then Mr. Terry Beacham would be promoted to the position. Chairman Longworth called for a roll call vote on that motion.

Mr. Simpson-Aye
Mr. Clements-Aye
Ms. Pfeiffer-Aye
Mr. Huff-Aye
Chairman Longworth-Aye

The motion carried.

Chairman Longworth stated that it was the pleasure of the Board that in the event Mr. Helms did not accept the position of Executive Director, Mr. Terry Beacham would become the Executive Director.

Mr. Colin Baenziger stated that he would start a contract to negotiate and present it to Mr. Sean Parker.

Mr. Clements thanked Chairman Longworth and Mr. Colin Baenziger and stated he felt that it was money well spent to hire Mr. Baenziger's company to handle the process of advertising, screening and overseeing the hiring of a new Bartow Airport Executive Director.

Ms. Pfeiffer stated that she knew Ms. Barrow and the airport staff was banking on Mr. Terry Beacham becoming the next Airport Executive Director, but fully believes that the team of Mr. Helms and Mr. Beacham will be great for the Airport. She thanked and said she appreciated Ms. Barrow's participation in the process.

Ms. Barrow then stated that she was disappointed about Mr. Beacham not being offered the position; however, if it had to be someone other than Mr. Beacham, she felt the Board hit the nail on the head when they chose Mr. Helms because she felt Mr. Helms' personality would be a better fit working with the current staff. Ms. Barrow also stated that Mr. Terry Beacham was leaving his options open, but hoped he would stay at Bartow Airport.

Mr. Baenziger did make mention to the Board that the Winter Haven Airport Manager's position was currently being advertised until November 20th.

Chairman Longworth stated that he understood it was very awkward for Mr. Beacham and that Mr. Beacham showed a lot of courage during this process and complimented him on what he had gone through and respected him for what he has accomplished and done for the Airport.

There being no further business to come before the Airport Authority, the meeting was adjourned at 4:28 p.m.

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BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____
CHAIRPERSON

ATTEST:

SECRETARY