

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
OCTOBER 8, 2018
BARTOW AIRPORT, 5:30 P.M.

Chairman Simpson called the meeting to order at 5:35 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, October 8, 2018 at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman W.H. "Billy" Simpson, Mr. Scott Sjoblom, Mr. Leo E. Longworth, Ms. Trish Pfeiffer, and Mr. James F. Clements came in at 5:36 pm, and Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Ms. Michelle Sestile, Bartow Municipal Airport. Mrs. Patty Delph, Mr. Michael Moon, Hanson Professional Services, Mr. Chris Reynolds, Gale Associates.

Chairman Simpson asked if there were any corrections or additions to the Minutes of September 10, 2018, 2018 Regular Meeting. Mr. Longworth moved, Ms. Pfeiffer seconded to accept the Minutes of September 10, 2018 as published. All members voted yes, and the motion carried.

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

Chairman Simpson 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 with by going over the 4th Quarter Report. He stated that there usually will always be a drop off in fuel sales due to weather this time of year.

A new Air Traffic Controller has started and will be completing his certifications.

Ms. Pfeiffer stated that she was pleased with the report and the format.

Mr. Helms stated that it is a good “snapshot” of what is happening on both landside and airside operations of the Airport.

The pavement project at Sable Transport is close to being complete, there was a small glitch that must be corrected in getting waterflow to drain off and away from the building.

The rebranding of the Airport must first have an ordinance amended at a City of Bartow meeting and Mr. Helms said he would work with Airport Attorney Mr. Sean Parker on getting that and the resolutions completed. The Board after some discussion decided that they like the name to change to Bartow Executive Airport and the Authority to be changed to Bartow Airport Authority.

Ms. Pfeiffer asked what the difference was between Regional and Executive and Mr. Helms stated that as of 2012 there wasn't a classification for GA Airports. The FAA has changed that, and it is calculated now on based aircraft and Jet based aircraft. The Bartow Airport has enough operations and based aircraft to qualify for Regional classification. Executive is not an FAA classification but better reflects the type and level of service provided by Bartow.

Mr. Helms and Mr. Beacham met with the probable tenants for the airport restaurant and worked out details. They are looking at a December 1, soft opening; and we hope to have a lease to present at the November's meeting for “Runways at Bartow”.

There is a resolution and lease to be signed at the end of meeting between MD Aviation in building #314. They are an aviation tenant and there are agreements in the lease for improvements to the building being performed by the tenant within 24 months.

Mr. Helms stated that he had the opportunity to speak with Dr. Aldrin via conference call and Dr. Aldrin is excited about the concept of the museum and autographed a Bartow Air Base hat to be in the museum along with Dr. Aldrin's photo. Dr. Aldrin is planning to come in person and visit the Airport. Mr. Helms is hoping that a public announcement regarding the museum can be made and coincide with the 50th anniversary of the lunar moon landing.

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Mr. Helms informed the Board that the problem with losing an Air Traffic Controller due to sickness, accidents, vacations or leaving for other employment is that it forces tower closures resulting in inconsistent tower hours as well as short cycling the remaining controller. Mr. Helms would like to budget for a 3rd ATC operator to help alleviate the problem. Mr. Sjoblom asked what the predicted package for a 3rd ATC operator would be, and Mr. Helms answered around \$56,000.00 and 7% benefits package. Mr. Sjoblom stated that he thought it would be more than that.

Mr. Clements asked if the tower would then be open 24 hours and Mr. Helms answered no that it would still be daylight hours 7:30-5:30, seven days a week, but it would then allow a ground operator and a tower operator to work side by side, in the tower. Mr. Simpson asked would that then allow for scheduling time of i.e. vacations and holidays, and Mr. Helms answered yes. The Board gave a consensus agreement to Mr. Helms to hire a 3rd ATC Operator and to come back at a later date with the necessary budget amendment.

Mr. Simpson stated that on the Financial Statement the YTD budget and the total budget should be the same amount. Mr. Helms stated that he would have Mel Parker correct it.

Airport Attorney-Not Present

Under Old Business-There was No Old Business

Under New Business-Ms. Pfeiffer asked that Mr. Helms or someone at the Airport please text the Board members when there is an aircraft that crashes, so that they may be prepared to answer questions if asked. Mr. Helms stated that yes, the Airport will start sending notifications.

Mr. Longworth asked if there were any findings yet on the aircraft crash that happened in December 2017? Mr. Helms stated that the preliminary findings stated instrumental conditions (extreme foggy weather) prevailed but it normally takes a year or longer to get the final report from the NTSB.

Resolutions:

Lease with MD Aviation Corporation, Building #314 (3190 Delta Avenue), for a Primary Term of Five (5) years, with One (1), Five (5) Year Option at \$600.00 Per Month. Resolution No. 1165 (New Lease)

Mr. Longworth moved, Ms. Pfeiffer seconded to adopt Resolution No. 1165. All members voted yes, and the motion carried.

Resolution No. 1166 Public Transportation Grant Agreement, FM No. 440226-1-94-01, Contract No. G0Z14, from the State of Florida Department of Transportation for Drainage Improvements Phase II.

Mr. Clements moved, Mr. Longworth seconded to adopt Resolution No. 1166. All members voted yes, and the motion carried.

Lease with Sunbelt Forest Products, Building #216 and 1.3 Acres of Land (610 Cessna St.), for a Primary Term of One (1) year, with Four (4), One (1) Year Options at \$7,980.00 Per Month. Resolution No. 1167 (Lease Renewal).

Ms. Pfeiffer moved, Mr. Longworth seconded to adopt Resolution No. 1167. All members voted yes, and the motion carried.

Before the meeting was adjourned Mr. Helms mentioned the new wording in the Lease Agreements regarding the CPI

There being nothing further to discuss Chairman Simpson adjourned the meeting at 6:29.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

By: _____
CHAIRPERSON

ATTEST: _____
SECRETARY