

**MINUTES**  
**BARTOW AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**DECEMBER 10, 2018**  
**BARTOW AIRPORT, 5:30 P.M.**

Chairman Simpson called the meeting to order at 5:31 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, December 10, 2018 at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman W.H. "Billy" Simpson, Mr. Scott Sjoblom, Mr. Leo E. Longworth and Mr. James F. Clements, Mr. Sean Parker, Airport Attorney and Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Ms. Michelle Sestile, Mr. Mel Parker, Bartow Municipal Airport. Mr. Justin Edwards, Gale & Associates, Mr. Jay Scalise, Kutchins & Groh and Mr. Steve Henriquez of AECOM. Absent from the meeting excused, was Ms. Trish Pfeiffer.

Chairman Simpson asked if there were any corrections or additions to the Minutes of November 12, 2018, Regular Meeting. Mr. Clements moved, Mr. Sjoblom seconded to accept the Minutes of November 12, 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 by informing the Board that a long-standing tenant Mobile Mini, Inc. who leased a 10-acre site that was used to stack Conex boxes has requested and early termination of their Lease. Mobile Mini has always been a reliable tenant for the Airport. Mr. Clements moved, moved Sjoblom seconded to agree to an early termination of the Mobile Mini, Inc. lease agreement, effective December 31, 2018. All members voted yes, and motion carried.

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Mr. Helms then went over the November financial statement. Chairman Simpson stated that nothing seems to be standing out but did comment that he would like a monthly basis breakdown to be included in the financial reporting. Chairman Simpson asked Mr. Helms if he felt there was anything unusual to discuss and Mr. Helms stated no.

Mr. Helms then wished everyone a Merry Christmas.

Mr. Clements then asked Mr. Helms to tell the Board about the “adventure he had”. Mr. Helms answered that he had been asked by the new Aviation tenant MD Aviation to attend the Space X Launch at Cape Canaveral. Mr. Helms stated that it was a great experience. Mr. Aldrin was there but was unable to be outside in the weather since he was not feeling well. Mr. Helms stated that there are renovations underway at the hangar making it more modern.

Chairman Simpson asked if Mr. Helms knew the hours of operation for the restaurant and Mr. Helms answered yes and a few details in the fact that they are planning to serve brunch, have “Happy Hour” and moving to toward plans to serve dinner.

Mr. Helms also stated that the restaurant tenants want all media coverage and signs will be released the same day of the opening event.

Chairman Simpson stated that the Sabal Transport area looks great and hopes that there will be no more problems. Chairman Simpson asked if the water problem has been rectified and Mr. Helms stated that is hasn't been completely resolved both entities (City and Airport) have tried but he feels it can't be totally fixed without some work on the infrastructure.

Chairman Simpson asked about the rebranding of the Airport and Mr. Helms reported that it must be presented to the FAA and that Resolution No. 1169 will help with that and then the FAA will change their Charts, etc. Also, signs have been budgeted for the rebranding and that business cards, letter head, etc. will be changed as they run out and need to be reordered.

Airport Attorney-Mr. Sean Parker had nothing new to report but would review two items in the Resolution section of the meeting.

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Under Old Business-There was none.

Under New Business-There was none.

Resolutions:

Resolution No. 1168 "Attachment A" This Resolution of the Bartow Municipal Airport Development Authority provides that invitations to bid on Bartow Municipal Airport's Construction and/or Engineering & Professional Services Contracts include notice of the Authority's Policy to provide Equal Opportunity for Participation by Disadvantaged Business Enterprises and for other purposes.

Mr. Longworth moved, Mr. Clements seconded to Adopt Resolution No. 1168. All members voted yes, and the motion carried.

Resolution No. 1169 Resolution of the Bartow Municipal Airport Development Authority Authorizing the Formal Name Change of the Bartow Municipal Airport to Bartow Executive Airport.

Mr. Longworth moved, Mr. Clements seconded to Adopt Resolution No. 1169. All members voted yes, and the motion carried.

Lease with Runways at Bartow, LLC, a Florida Limited Liability Company, Building #400 W-1/2 (5995 Airport Blvd) for a Primary Term of 5 Years. The rent for the initial term shall be paid by tenant by assuming responsibility for all utility costs (i.e. electric, gas and water) with one, five-year option. The rent for the five-year option shall be paid by tenant by assuming said costs set forth above and paying to the landlord a sum equal to 3% of gross restaurant sales and catering sales. Resolution No. 1170 (New Lease)

Mr. Sjoblom asked if this pay schedule was normal with past restaurant tenants and Mr. Helms answered no, this restaurant lease has all new procedures and approved for a long-term relationship-to be able to offer a restaurant it is a service added benefit for the airport.

Mr. Clements moved, Mr. Sjoblom seconded to Adopt Resolution No. 1170. All members voted yes, and the motion carried.

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Resolution No. 1171 A Resolution of the Bartow Municipal Airport Development Authority to Amend the Fiscal Year 2018-2019 Budget.

Chairman Simpson asked if the Budget Amendment was for normal clean up and Mr. Helms stated no that it was to insure room in the budget for a new Air Traffic Controller and a possible media/social networking employee in the future and a single line item for any misc. items.

Mr. Clements moved, Mr. Sjoblom seconded to Adopt Resolution No. 1171. All members voted yes, and the motion carried.

Resolution No. 1172 A Resolution of the Bartow Municipal Airport Development Authority Authorizing the Formal Registration of a Fictitious Name with the State of Florida of "Bartow Airport Authority."

Mr. Parker Airport Attorney stated that he had conducted the research on changing the name of the Bartow Municipal Airport Development Authority to Bartow Airport Authority and it would mean taking the issue to the Supreme Court however, filing a Fictitious Name with the State of Florida would work.

Mr. Sjoblom moved, Mr. Clements seconded to Adopt Resolution No. 1172. All members voted yes, and the motion carried.

Chairman Simpson wished everyone a Very Merry Christmas and Prosperous New Year!

Mr. Clements thanked Mr. Helms and the rest of the Airport staff for continued dedication and hard work the Bartow Airport, and also wished everyone a Merry Christmas and Happy New Year.

There being nothing further to discuss Chairman Simpson adjourned the meeting at 6:00.

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**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY**

By: \_\_\_\_\_  
CHAIRPERSON

ATTEST: \_\_\_\_\_  
SECRETARY