

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
FEBRUARY 11, 2019
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, February 11, 2019 at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman W.H. "Billy" Simpson, Mr. Scott Sjoblom, Ms. Trish Pfeiffer and Mr. James F. Clements arrived at 6:45, Mr. Sean Parker, Airport Attorney and Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Ms. Michelle Sestile, Mr. Mel Parker, Bartow Municipal Airport and Mr. Matt Caron, Gale & Associates. Ms. Barbara Boyd and Ms. Tiffany Van Gold, Purvis Gray & Company. Absent from the meeting excused, was Ms. Leo E. Longworth.

Chairman Simpson asked if there were any corrections or additions to the Minutes of December 10, 2018, Regular Meeting. Ms. Pfeiffer moved, Mr. Sjoblom seconded to accept the Minutes of December 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 by introducing the Board to Tiffany Van Gold and Barbara Boyd of Purvis Gray & Company to report the year end Audit Report and then turned the meeting over to them.

Ms. Boyd stated that it was Purvis Gray & Company's findings that the FY 2017-2018 Year End Audit was clear and that there were no issues found.

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Ms. Boyd stated that there was nothing found to disclose on the internal control over financial reporting on page 20.

Page 22 the Airport was found compliant and there were no issues with the Management letter.

Mr. Sjoblom asked if the accrued time off is based on time employed; Ms. Boyd answered yes.

After reviewing the remainder of the Audit with the Board, Chairman Simpson asked for Purvis Gray's overall assessment and Ms. Boyd answered that it was a good FY year, even after storm damage costs and insurance recoveries.

Chairman Simpson stated that he felt the Airport had a very good year.

Mr. Helms stated that he was happy with the end result over the prior year.

Mr. Clements if next year the audit would show the separation of aviation fuel sales over total operating expenses.

Ms. Boyd answered "yes" and that this FY it broke down to 23% fuel sales and 40% flight school.

Ms. Boyd stated that Mr. Mike Brynfulson the outside CPA usually helps with those totals every year.

Mr. Helms and the Board thanked Ms. Boyd and Ms. Van Gold for their report on the FY 2017-2018 audit report.

Mr. Helms then moved onto the first quarter report. Mr. Helms stated that the report after next will actually show "trending."

Fuel sales are up slightly, however Jet A is down and Av Gas is up.

Mr. Beacham reviewed ongoing and upcoming airport projects.

Mr. Beacham stated that he is working on an 80-20% grant to build 10 new hangars. He stated that he will apply this year for the funds and construction next year.

Mr. Beacham also informed the Board that the Master Plan is being redone.

The Board asked for a list of about three priority items of desired needs/wants for the airport.

Mr. Helms moved onto review the December 2018 and January 2019 financial statements with the Board.

Chairman Simpson asked when the projection for them was to be in balance in Mr. Helms stated by May perhaps sooner.

Airport Attorney-Mr. Sean Parker had nothing new to report.

Under Old Business-There was none.

Under New Business-Sabal Transport is looking to move their administration offices to Building #102.

Resolutions:

Lease with Sabal Transport, Inc., Buildings #151, #152, #153 and 3.8 Acres of Land (7115, 7085, 7095 Kilo Avenue) for a Primary Term of Three (3) Years, at \$3,701.50 Per Month. (Lease Renewal) Resolution No. 1173

Mr. Clements moved, Ms. Pfeiffer seconded to adopt Resolution No. 1173. All members vote yes, and the motion carried.

There being nothing further to discuss Chairman Simpson adjourned the meeting at 6:45.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

By: 
CHAIRPERSON

ATTEST: 
SECRETARY