

STEVE GITHENS, CHAIR
TANYA TUCKER, VICE-CHAIR
LEO E. LONGWORTH, SECRETARY
W.H. "BILLY" SIMPSON
NICK ADAMS



**BARTOW AIRPORT AUTHORITY
REGULAR MEETING
BARTOW EXECUTIVE AIRPORT
APRIL 11, 2022
5:30 P.M.**

1. Roll Call
Introductions from the Gallery
2. Minutes of March 14, 2022
3. Consideration of Questions from the Floor, Petitions, Communications:
Public Comment:
 - 1) Matters not appearing on this agenda
 - 2) Matters appearing on this agenda, but not scheduled for separate public hearing
4. Executive Director-
 - 1) March 2022 Financial Statement
 - 2) Composite Amendment to Signature Page
5. Airport Attorney-
6. Old Business-
7. New Business-
8. Resolutions-

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
MARCH 14, 2022
BARTOW AIRPORT, 5:30 P.M.

Chairman Githens called the meeting to order at 5:40 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, March 14, 2022, at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman Steve Githens, Mr. Leo E. Longworth, Ms. Tanya Tucker, and Mr. Nick Adams, Mr. Sean R. Parker, Airport Attorney, Boswell & Dunlap, Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Deputy Executive Director, Ms. Michelle Mathews, Mr. Mel Parker, Bartow Executive Airport. Also in attendance were Mr. Steve Johannson, Mr. Gerald Cochran, Mr. Gary Ball, Mr. Sergio Seone, AOPA and Mr. Jay Scalise, Kutchins-Groh. Absent from the meeting was Mr. W.H. "Billy" Simpson.

Chairman Githens asked if there were any corrections or additions to the Minutes of February 14, 2022, Regular Meeting. Ms. Tucker moved; Mr. Longworth seconded to accept the Minutes of February 14, 2022, as published. All members voted yes; and the motion carried.

Chairman Githens asked if there were any Public Comments on matters not appearing on this Agenda. -There were none.

Chairman Githens asked if there were any Public Comments on matters appearing on this Agenda, but not scheduled for separate public hearings - There were none.

Mr. Helms opened the meeting by thanking the Candidates for attending and then reviewed with the Board the March 2022 Financial Statement. The cleaning services line item is higher than normal but the North Ramp area is cleaned, available and ready for the event on March 26th. The Board will also notice the renovations to Building #270 is still on the report for the relocation of Bartow Ford; fence repairs also are listed as 3 cars have gone through the perimeter fence off Hwy17 and one repair to the Bartow Ford's current location from a vendor delivery;

unsalvageable building also has been demolished; dues and fees for school activities (line item 424) showing a little profitability right as planned. Mr. Adams asked if Sun N Fun would have impact on flight school goals and Mr. Helms answered no the slight school is doing really well by industry standards and a lot of our students transfer from other flight training facilities to finish at the Bartow Executive Airport. Ms. Tucker asked about the capacity for the flight school and Mr. Helms answered, our capacity limit is high, right now we currently have approximately 70 students and can accommodate up to 150. Mr. Adams asked how many instructors the airport has, and Mr. Helms stated that we currently have 5. The Board accepted the March 2022 Financial report as published.

Mr. Helms then proceeded to review with the Board the 1st Quarter report; Operations are up, fuel sales are down, the flight school is up over the last year. Mr. Adams asked if there were any future plans for more hangars to be built and Mr. Helms answered yes, COVID had slowed the process down with building costs rising but they are still in the “works” for this year, Mr. Adams asked about how many units and Mr. Helms stated between 10-12.

Mr. Longworth reminded everyone that the Great American Clean Up will be held in Bartow on April 23rd if the Airport had any volunteers.

Airport Attorney- Nothing to report.

Under Old Business-There was No Old Business

Under New Business-There was no New Business

Resolutions:

Resolution No. 1242-Lease with Plastic Conversion Services, Inc., Building #223 (4080 Echo Avenue) for a Primary Term of One (1) Year with One (1) Year Option at \$5,000.00 Per Month. New Lease

Mr. Longworth moved; Ms. Tucker seconded to Adopt Resolution No. 1242. All members voted yes, and the motion carried.

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Minutes of March 14, 2022

Resolution No. 1243-Lease with Auto PNC LLC, Building #306 (750 Mooney Street) for a Primary Term of Three (3) Years at \$1,500.00 Per Month. New Lease

Ms. Tucker moved; Mr. Adams moved to Adopt Resolution No. 1243. All members voted yes, and the motion carried.

There being nothing further to discuss Chairman Githens adjourned the meeting at 6:02 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____
CHAIRPERSON

ATTEST: _____
SECRETARY

**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY
BUDGET TO ACTUAL MARCH 2022**

INCOME:	Airside	BFS	Landside	MTD Income	MTD Budget	YTD Income	YTD Budget	Approved Budget	Budget Amended	Total Budget	50% YTD
301 Buildings/ Land Rent	59,455	0	143,271	202,727	198,539	1,170,813	1,191,236	2,382,472	0	2,382,472	49%
302 Insurance Collected	2,489	0	11,754	14,243	6,976	81,772	41,855	83,710	0	83,710	98%
303 Grant Funding											
303.01 FDOT Funding	0	0	0	0	37,421	515,032	224,527	0	449,053	449,053	115%
303.02 FAA Funding	32,992	0	32,992	65,984	59,680	183,058	358,080	289,375	426,785	716,160	26%
305 Interest	0	0	2,383	2,383	1,017	7,767	6,100	12,200	0	12,200	64%
310 Property/Fire Tax	0	0	231	231	8,693	95,728	52,155	104,310	0	104,310	92%
320 Aviation/Jet Fuel	47,884	165,897	0	213,781	110,499	967,014	662,996	1,325,991	0	1,325,991	73%
321 Merchandise For Retail	0	759	0	759	833	6,624	5,000	10,000	0	10,000	66%
322 Aircraft Rental	0	28,378	0	28,378	23,333	179,941	140,000	280,000	0	280,000	64%
323 Flight Supplies	0	0	0	0	83	108	500	1,000	0	1,000	11%
324 Other/Miscellaneous	0	2,903	5,836	8,738	20,794	256,345	124,763	25,000	224,526	249,526	103%
326 Flight Instruction	0	9,161	0	9,161	7,917	56,475	47,500	95,000	0	95,000	59%
330 Projects Fund	0	0	0	0	34,428	230,731	206,568	0	413,135	413,135	56%
TOTAL INCOME	142,821	207,097	196,467	546,386	510,213	3,751,408	3,061,279	4,609,058	1,513,499	6,122,557	61%

**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY
BUDGET TO ACTUAL MARCH 2022**

OPERATING EXPENSES:	Airside	BFS	Landside	MTD Expenses	MTD Budget	YTD Expense	YTD Budget	Approved Budget	Budget Amended	Total Budget	50% YTD
400 Salaries & Wages											
400.01 Salaries/Wages	28,304	22,801	27,518	78,623	93,957	534,427	563,743	1,148,486	-21,000	1,127,486	47%
400.02 Overtime	424	341	412	1,177	1,217	9,974	7,302	14,604	0	14,604	68%
401 Payroll Taxes	2,294	1,848	2,230	6,373	8,614	43,772	51,682	103,364	0	103,364	42%
403 Deferred Compensation	1,638	1,320	1,593	4,551	5,168	28,963	31,009	62,018	0	62,018	47%
404 Property/Fire Tax	0	0	0	0	9,583	117,775	57,500	115,000	0	115,000	102%
406 Professional Services	0	0	0	0	917	134	5,500	11,000	0	11,000	1%
407 Fuel/Oil/Lubricants	0	0	0	0	1,917	12,535	11,500	23,000	0	23,000	54%
408 Office Supplies	0	56	56	112	1,500	2,304	9,000	18,000	0	18,000	13%
409. Utilities											
409.01 Communications	268	65	65	399	833	5,607	5,000	10,000	0	10,000	56%
409.02 Electric/Water	1,484	2,226	3,710	7,419	8,028	39,767	48,167	96,334	0	96,334	41%
409.03 Solid Waste/Other	169	0	86	256	433	1,210	2,600	5,200	0	5,200	23%
412 Insurance											
412.01 Insurance - Group	9,980	8,040	9,703	27,723	27,105	165,315	162,628	325,255	0	325,255	51%
412.02 Insurance - Gen	0	0	0	0	39,361	395,048	236,165	367,588	104,741	472,329	84%
414 Computer Equipment											
414.01 Hardware	250	0	0	250	0	1,719	0	0	0	0	0%
414.02 Software	0	0	99	99	0	139	0	0	0	0	0%
418 Uniforms	20	50	120	190	1,250	5,834	7,500	15,000	0	15,000	39%
419 Maintenance/Repairs											
419.01 Vehicles/Equipment	4,224	718	0	4,942	2,254	12,654	13,525	27,050	0	27,050	47%
419.02 Buildings/Grounds	1,625	571	6,803	9,000	10,600	50,746	63,602	127,203	0	127,203	40%
419.03 IT Services	168	168	168	505	572	3,070	3,429	6,858	0	6,858	45%
420 Aviation/Jet Fuel	41,502	118,356	0	159,858	72,752	697,754	436,514	873,028	0	873,028	80%

**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY
BUDGET TO ACTUAL MARCH 2022**

	Airside	BFS	Landside	MTD Expenses	MTD Budget	YTD Expense	YTD Budget	Approved Budget	Budget Amended	Total Budget	50% YTD
421 Merchandise For Retail	0	607	0	607	750	5,706	4,500	9,000	0	9,000	63%
422 Flight Instruction	0	7,745	0	7,745	5,602	41,599	33,610	67,220	0	67,220	62%
423 Flight Supplies	0	26	0	26	83	450	500	1,000	0	1,000	45%
424 Dues & Subscriptions	361	1,733	361	2,455	1,535	10,118	9,207	18,415	0	18,415	55%
425 Advertise/Promo/Travel											
425.01 Advertising/Promo	0	386	0	386	1,145	3,988	6,868	13,736	0	13,736	29%
425.02 Travel/Per Diem	0	0	1,083	1,083	472	-417	2,830	5,660	0	5,660	-7%
426 Flying Service Aircraft											
426.01 Aviation Fuel	0	5,994	0	5,994	5,000	33,818	30,000	60,000	0	60,000	56%
426.02 Aircraft Insurance	0	0	0	0	5,417	77,281	32,500	65,000	0	65,000	119%
426.03 Aircraft Repair/Maint	0	6,451	0	6,451	10,000	48,729	60,000	120,000	0	120,000	41%
429 Attorney	0	0	0	0	1,250	817	7,500	15,000	0	15,000	5%
430 Contract Services	7,117	130	6,795	14,041	19,276	125,081	115,654	210,307	21,000	231,307	54%
432 Educ/Train/Staff Dev	735	0	27	762	667	6,376	4,000	8,000	0	8,000	80%
433 Audit	0	0	0	0	2,570	22,307	15,420	30,840	0	30,840	72%
434 Operating Supplies	60	788	345	1,193	1,438	8,030	8,628	17,257	0	17,257	47%
435 Merchant Services	1,285	3,910	0	5,195	3,863	26,951	23,180	46,359	0	46,359	58%
439 Real Estate Brokerage	0	0	0	0	417	0	2,500	5,000	0	5,000	0%
440 Projects Fund	0	0	0	0	2,055	0	12,330	129,401	-104,741	24,660	0%
450 Other/Miscellaneous	-25	-31	9	-47	333	4,748	2,000	4000	0	4,000	119%
490 Interest Expense (Ford)	0		0	0		2,484					
TOTAL OPERATING	101,885	184,295	61,185	347,366	347,932	2,546,814	2,087,591	4,175,183	0	4,175,183	61%
411 Capital Improvements											
411.01 Equipment	0	0	0	0	15,042	105,267	90,250	144,500	36,000	180,500	58%
411.02 Building	0	0	0	0	12,717	87,278	76,305	0	152,609	152,609	57%
411.03 Other	21,311	0	21,311	42,621	134,522	864,690	807,133	289,375	1,324,890	1,614,265	54%
TOTAL CAPITAL	21,311	0	21,311	42,621	162,281	1,057,236	973,687	433,875	1,513,499	1,947,374	54%
NET INCOME	19,625	22,802	113,972	156,399	0	147,358	0	0	0	0	

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04/05/22

Accrual Basis

Bartow Executive Airport
Balance Sheet
As of March 31, 2022

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash	151.01
103.1 · MONEY MARKET ACCT - CBT	2,142,886.36
103.2 · OPERATING ACCT - CBT	864,047.41
103.3 · OPEB MONEY MARKET-SOUTH STATE	701,243.47
107 · Certificates of Deposit	172,881.50
Total Checking/Savings	<u>3,881,209.75</u>
Accounts Receivable	-12,604.25
Other Current Assets	224,998.62
Total Current Assets	<u>4,093,604.12</u>
Fixed Assets	17,245,543.92
Other Assets	
113 · DUE FROM FDOT	93,027.89
113.001 · DUE FROM FAA	12,367.28
Total Other Assets	<u>105,395.17</u>
TOTAL ASSETS	<u><u>21,444,543.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	116,394.99
Other Current Liabilities	479,460.32
Total Current Liabilities	<u>595,855.31</u>
Long Term Liabilities	
235.000 · Post Employe Benefits Payable	1,512,354.00
286 · LESS CURRENT PORTION OF LTD	-38,507.39
287 · Accumulated Compensation Absenc	129,233.31
Total Long Term Liabilities	<u>1,603,079.92</u>
Total Liabilities	2,198,935.23

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04/05/22
Accrual Basis

Bartow Executive Airport
Balance Sheet
As of March 31, 2022

	<u>Mar 31, 22</u>
Equity	
293.100 · *Retained Earnings	19,340,327.99
Net Income	-94,720.01
Total Equity	<u>19,245,607.98</u>
TOTAL LIABILITIES & EQUITY	<u>21,444,543.21</u>