

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
OCTOBER 11, 2021
BARTOW AIRPORT, 5:30 P.M.

Chairman Githens called the meeting to order at 5:33 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, October 11, 2021, at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman Steve Githens, Mr. Scott Sjoblom, Mr. W.H. “Billy” Simpson, Mr. Sean R. Parker, Airport Attorney, Boswell & Dunlap, Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Deputy Executive Director, Ms. Michelle Sestile, Mr. Mel Parker, Bartow Municipal Airport. Mr. Steve Henriquez, AECOM, Mr. Jay Scalise, Kutchins & Groh. Ms. Tanya Tucker and Mr. Leo E. Longworth arrived at 5:36.

Chairman Githens asked if there were any corrections or additions to the Minutes of September 13, 2021, Regular Meeting. Mr. Sjoblom moved; Mr. Simpson seconded to accept the Minutes of September 13, 2021, 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 with the September 2021 Financial Statement. Mr. Helms stated that this is the last report for FY 2020-2021, stating all in all the Airport had a pretty good year and answered questions from the Board. Chairman Githens asked if the account 412.01 was health insurance and Mr. Helms answered yes; Mr. Simpson asked Mr. Helms how he felt about how the Bartow Flying Service was doing overall and Mr. Helms stated that he feels like the Airport is doing ok with the flight school, it’s not a loss and is feeling good about it moving forward. Mr. Helms reported that the numbers for the second half of the year look good, and that Jet A fuel had done the best it has in five years.

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Chairman Githens stated that it looks like the net income for the Bartow Flying Service shows a loss and Mr. Helms stated no, that account is the total for all the Fixed Based Operations (FBO) and only reflects one month's performance.

Mr. Longworth moved; Ms. Tucker seconded to accept the September 2021 Financial Statement as is. All members voted yes; and the motion carried.

Mr. Helms stated that the 3rd Quarter report is a little behind since there was no Authority Meeting in August and September having a full agenda. The fuel flowage is not bad and doing better in the 3rd quarter since the Airport has been doing quarterly reports and the quarterly operations are up. Mr. Helms informed the Board that with the Airport not having any CPI increase last year because of COVID, this year's CPI is trending at a 5.3% increase and will carry the Airport forward through 2022. Chairman Githens thanked Mr. Helms and stated that Mr. Helms always makes it interesting.

Airport Attorney- Nothing to report.

Under Old Business-There was no Old Business.

Under New Business-There was no New Business.

Resolutions:

Resolution No. 1230, Carry Forward Remaining Rail Project Revenue and Expenses. Originally Approved in FY 2019.

Mr. Simpson moved; Mr. Longworth seconded to Adopt Resolution No. 1230. All members voted yes; and the motion carried.

Resolution No. 1231, Carry Forward Remaining Projects not Completed in FY 2021.

Mr. Longworth moved; Ms. Tucker seconded to Adopt Resolution No. 1231. All members voted yes; and the motion carried.

Resolution No. 1232, Add Funds to Complete Building #270 Renovation.

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Mr. Sjoblom moved; Mr. Longworth seconded to Adopt Resolution No. 1232. All members voted yes; and the motion carried.

Resolution No. 1233, Transfer Funds to Account for Higher than Expected Insurance Premium.

Mr. Simpson moved; Mr. Longworth seconded to Adopt Resolution No. 1233. All members voted yes; and the motion carried.

Resolution No. 1234, Transfer Funds for Contracted Custodial Services.

Mr. Sjoblom moved; Ms. Tucker seconded to Adopt Resolution No. 1234. All members voted yes; and the motion carried.

Mr. Helms stated that the Airport hasn't heard anything from Frank Mize's family regarding his Celebration of Life, but the Airport was moving forward with a "potluck" honoring Frank on October 26, 2021, at noon.

Mr. Helms stated that the need for Resolution No. 1233 was because the Airport budgeted a 20% increase over last fiscal year and ended up being short by over \$100,000.00. Mr. Sjoblom asked what determined the increase and Mr. Helms stated that the insurance is based on replacement value and the cost of construction and materials are up.

Mr. Sjoblom asked if Resolution No. 1234, was because a paid staff employee had been doing the custodial work; Mr. Helms, answered yes and this custodial contract would save the Airport approximately \$25,000.00.

Chairman Githens asked about the status of the Master Plan and Mr. Helms answered that it is moving forward and in the facility requirements phase.

Mr. Longworth thanked Mr. Helms and his son for their participation in the city clean up.

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Mr. Simpson asked how the transition went with Mid Florida Lumber leaving the Airport and Mr. Helms stated that the Airport couldn't have cleaned it up better had we done it ourselves. The Airport is now in total control of that area. Mr. Simpson asked what the next steps were, and Mr. Helms stated first would be the access road outlined in the Master Plan.

There being nothing further to discuss Chairman Githens adjourned the meeting at 6:23 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY:  _____
CHAIRPERSON

ATTEST:  _____
SECRETARY