

**MINUTES**  
**BARTOW AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**APRIL 12, 2021**  
**BARTOW AIRPORT, 5:30 P.M.**

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

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, March 8, 2021 at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman Mr. James F. Clements, Mr. W.H. “Billy” Simpson, Mr. Steve Githens, Mr. Scott Sjoblom, Mr. Sean R. Parker, Airport Attorney. Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Deputy Executive Director, Ms. Michelle Sestile, Mr. Mel Parker, Bartow Municipal Airport. Mr. Steve Henriquez and Mr. Bill Prange, AECOM. Mr. Leo E. Longworth arrived at 5:47 p.m.

Chairman Clements asked the Gallery to introduce themselves.

Chairman Clements asked if there were any correctios or additions to the Minutes of March 8, 2021 Regular Meeting. Mr. Simpson moved; Mr. Githens seconded to accept the Minutes of March 8, 2021 as published. All members voted yes; and the motion carried.

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

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

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Mr. Helms reminded the Board that Sun n' Fun 2021 starts tomorrow (April 13<sup>th</sup>) so far there are 11 heavy jets have reservations on the board; a G5 is scheduled to come in today, a Global 7500 has inquired and a Falcon 900 is scheduled to arrive; approximately 26 rental cars have also been reserved.

Mr. Simpson asked about pictures being taken and Mr. Helms stated yes that pictures will be taken for the website.

Mr. Helms stated that the bad storms over the weekend had torn off part of a roof of a building scheduled to be demolished in 2022. Mr. Helms feels that the building will not make it through hurricane season coming up so the Airport will be moving forward with getting bids in May to do the demolition.

Mr. Helms went on to review with the Board the March 2021 Financial Statement. Mr. Helms stated that the Airport has crossed out of the red and into the black.

Mr. Helms addressed a question that Mr. Githens had asked at the March 2021 meeting regarding long term liabilities. There are two recurring liabilities and those are the OPEB benefit and accumulated compensation for absences. The Airport has not incurred any debt and does not secure bonds for projects.

Chairman Clements asked about when the Valencia's were going to be "picked" and Mr. Helms stated, starting next week.

Airport Attorney- Mr. Parker stated that he did not have a lot to report. He is currently working with Mr. Helms negotiating a new fuel contract with World Fuel.

Under Old Business-There was no Old Business

Under New Business-There was no New Business

Resolutions-

Resolution No. 1221, FAA Airport Coronavirus Response Grant Program (ACRGP) Grant-\$23,000.00.

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Mr. Helms informed the Board that these Grant funds would be “earmarked” to be used for payroll.

Mr. Githens moved; Mr. Sjoblom seconded to Adopt Resolution No. 1221. All members voted yes, and the motion carried.

Resolution No. 1222, Master Engineering Agreement-AECOM Technical Services, Inc.

Mr. Sjoblom moved; Mr. Githens seconded to Adopt Resolution No. 1222, to approve the Master Engineering Agreement with AECOM Technical Services, Inc. All members voted yes, and the motion carried.

Resolution No. 1223, Master Engineering Agreement-Hanson Professional Services, Inc.

Mr. Helms explained to the Board that the Master Engineering Agreement with Hanson Professional Services, Inc., had already approved by the Board. However, the ordinance referring to Agreement, Contracts, etc. states that they must be presented to the Board with a Resolution and the Resolution must be moved and approved by the Board.

Mr. Githens asked if amounts paid are in hourly rates and Mr. Helms stated yes for master contracts however Task Orders will be for total cost and be brought before the Board.

Mr. Simpson moved; Mr. Githens seconded to Adopt Resolution No. 1223 to Approve the Master Engineering Agreement with Hanson Professional Services, Inc. All members voted yes, and the motion carried.

Resolution No. 1224, Approve on Airport Land Use Plan Amendment.

Mr. Helms stated that the last Airport Layout Plan (ALP) had a non-aviation related leased area. That lease is expiring, and the area is being reverted back to aviation use development; Resolution No. 1224 outlines that land area for Aviation Development and AIP funding eligibility.

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Mr. Githens moved; Mr. Longworth seconded to Adopt Resolution No. 1224. All members voted yes, and the motion carried.

Mr. Helms stated that he was asked about sending all back up (i.e. leases, resolutions, contracts, etc.) documentation with the agenda packs, to better inform the Board of the subjects to be discussed at the Board Meeting. Mr. Helms stated it has never been the intent to withhold information. Mr. Helms asked for a consensus from the Board as to information included in the electronic agenda pack emails .

Mr. Sjoblom stated that he felt it was good to have backup documentation on certain items that would be covered but did not feel that the leases and resolutions needed to be included.

Mr. Githens stated that information would be very helpful and thanked Mr. Helms.

Mr. Longworth also stated that electronic copies would be fine.

Mr. Helms stated that if agenda pack file was ever too large for email he would inform the Board.

Chairman Clements then stated that a new Commissioner/Airport Authority member had been voted in and that this would be his last meeting. Mr. Clements stated that it had been a pleasure to work with both the Bartow City Commission and the Bartow Airport Authority.

Mr. Helms thanked Chairman Clements for his support, guidance, and service.

All members of the Board also thanked Chairman Clements for his years of dedicated service.

Mr. Simpson congratulated Mr. Sjoblom on his re-election.

There being nothing further to discuss Chairman Clements adjourned the meeting at 6:25 p.m.

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**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY**

BY:   
CHAIRPERSON

ATTEST:   
SECRETARY