

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
JUNE 8, 2020
BARTOW AIRPORT, 5:30 P.M.

Chairman Clements called the meeting to order at 5:30 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, June 8, 2020 at Bartow Airport, Bartow, Florida. Airport Board members present were, Mr. James F. Clements, Mr. W.H. "Billy" Simpson, Mr. Steve Githens, Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Deputy Executive Director, Ms. Michelle Sestile, and Mr. Sean R. Parker, Airport Attorney. Mr. Scott Sjoblom arrived at 5:36 and Mr. Leo E. Longworth arrived at 5:40. Also present were Mr. Steve Henriquez, Aecom; Mr. Doug DeCarlo, ESA; Mr. Justin Edwards, ICE; Mr. Jay Scalise, Kutchins and Groh; and Mr. Todd Cox, Avcon.

The first item on the Agenda was to present Ms. Patricia "Trish" Pfeiffer with a plaque honoring her years of service to the Airport Authority. Ms. Pfeiffer was unable to attend the meeting.

Chairman Clements asked if there were any corrections or additions to the Minutes of May 11, 2020 Regular Meeting. Mr. Githens moved; Mr. Simpson seconded to accept the Minutes of May 11, 2020 as published. All members voted yes; and 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 opened the meeting with the Edwards Airport Security Contract proposal. Mr. Helms stated that he was in favor of moving forward with the building #225-B (4002 Echo Avenue) Lease and security contract that has been the standard procedure for years with the Bartow Airport. However, Mr. Helms stated that he would prefer to have the primary term be one year with two, one-year options. Considering the changes that will be taking place at the airport over the next 3 years this will allow for more flexibility to amend the agreement as airport security needs evolve.

Mr. Helms thanked Chairman Clements and Airport Attorney, Mr. Sean R. Parker for sitting on the Selection Committee for the Master Plan Update. Mr. Helms stated that he is recommending ESA to the Board to conduct the Master Plan Update. Mr. Helms asked for permission to negotiate the contract to meet the required guidelines not to exceed \$660,000.00.

Mr. Githens moved; Mr. Simpson seconded to accept the selection of ESA to conduct the Mater Plan Update. All members voted yes, and the motion carried. Mr. Doug DeCarlo of ESA spoke to the Board and briefed them on ESA and its scope of work.

Mr. Githens asked Mr. DeCarlo if ESA has prior experience working within Polk County and Mr. DeCarlo stated yes, Lake Wales, Winter Haven and Lakeland.

Mr. Parker stated that all the proposals that were turned in for consideration were excellent and all were highly qualified.

Chairman Clements asked the gallery to please introduce themselves and the company's they represented.

Mr. Helms then reviewed the 2nd Quarter Report and answered questions from the Board. Mr. Githens asked if Airport Operations helped with funding and Mr. Helms stated yes that they help to determine funding. Mr. Longworth asked if activity is picking back up and Mr. Helms stated yes, slowly, Mid-May's numbers show the start of increased activity.

Chairman Clements asked if all trainer aircraft are flying and Mr. Helms stated all of them with the exception of 34 Tango it has been grounded waiting for a new engine. However, that has been put on hold because of funding and in light of COVID-19.

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Mr. Helms reviewed March and April 2020 Financial Statements and answered questions from the Board. Mr. Helms stated that numbers are down, but they are better than they were in April; the Industrial Park is moving forward as usual; Aviation numbers are down as a result of COVID-19. The Airport is not losing money overall and expenses are being covered and monies are being put in reserves. Chairman Clements asked if the Airport's fuel prices are still the lowest in the area and Mr. Helms stated yes, for the most part, however, prices fluctuate.

Mr. Helms then moved into the request for all employees and Board members to go on direct deposit. Mr. Helms stated that with hurricanes such as Irma, the power outages made it difficult to get payroll checks printed and then COVID-19 hit and with that came a new set of problems concerning processing payroll and other employee needs. In doing so, the pay periods will be moved up one day to accommodate processing through the clearinghouse and post to the bank accounts on Fridays. The decision to move forward with Direct Deposit was agreed upon unanimously by the Board.

Mr. Helms informed the Board that the owners of the restaurant Runways at Bartow have called and are looking to re-open the restaurant but were still trying to decide when would be the best time to open. Mr. Helms stated that Runways at Bartow closed operations three weeks prior to the COVID-19 shutdown.

Chairman Clements feels that a specific timeline needs to be established. Mr. Simpsons stated he feels that communication needs to take place between the restaurant and the Airport by the end of the month to determine their (Runways at Bartow) intentions.

Mr. Sjoblom stated that the restaurant is an added service/amenity to the Airport and that Runways at Bartow needs to clarify their intentions.

The Board decided unanimously that Runways at Bartow should know by the end of June 2020 what their plans are and when they are opening.

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Mr. Simpson asked if the restaurants bills were being paid on time and Mr. Helms stated not really, there have been some problems, especially with the City of Bartow utilities.

Mr. Sjoblom asked if the Airport would try and secure another tenant and Mr. Helms stated that is the question to be determined.

Airport Attorney-Had nothing to report.

Under Old Business-

Under New Business

Resolutions: There Were No Resolutions

There being nothing further to discuss Chairman Clements adjourned the meeting at 6:48 pm.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____



CHAIRPERSON

ATTEST: _____



SECRETARY