

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

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

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, July 12, 2021, at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman Steve Githens, Ms. Tanya Tucker, Mr. Leo E. Longworth, Mr. W.H. "Billy" Simpson. 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. Bill Prange, AECOM. Mr. Scott Sjoblom arrived at 5:35.

Chairman Githens asked if there were any correctios or additions to the Minutes of June 14, 2021, Regular Meeting. Mr. Simpson moved; Ms. Tucker seconded to accept the Minutes of June 14, 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 reviewing the May 2021 Financial Statement.

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Mr. Helms stated that revenues from industrial park buildings and land area rents exceeded expectations, they are up a little from year to date even with the covid pandemic. Mr. Helms asked if there were any questions; Chairman Githens stated “no” and the report looks good.

Mr. Helms then moved to discuss the 2021-2022 FY Budget; Mr. Helms stated that the 2020 had been an odd year. The budget format changed, with most of the items staying the same and data will be collected for this 2021-2022 FY.

Mr. Helms asked the Board to look at budget item 304 which is the Airport’s grove. The amount is \$0 and wants the Board’s approval to phase out maintaining the grove. It has consistently lost money over the past four years with “greening”, water costs, fertilizing, harvesting the fruit that doesn’t end up on the ground and rotting, continuing to lose trees every year (more than 90 trees) have been removed and the grove is only 6 acres. The Board agreed that sadly the grove is no longer producing for a small profit but losing money.

Mr. Helms stated that he is requesting a 3% cost of living allowance for all employees and that the employees making less than \$15.00 an hour be moved up to \$15.00 an hour. Mr. Helms also proposed to the Board that regarding the 457 Deferred Compensation Plan the airport matches up to 10% of an employee’s contribution, however some employees aren’t in a financial situation to contribute and would like the airport to contribute 2% to those employees, with a total budget impact of \$2,496.00 (corr).

Chairman Githens asked how many employees are making below \$15.00 an hour? Mr. Helms answered eight.

At the time of preparing the budget health insurance amounts were not available, the airport’s insurance agent suggested planning for a 20% increase; aviation insurance is going up from 30-100% due to less availability and fewer underwriters.

Mr. Helms reviewed the Capital Outlay portion of the budget and reminded the Board that the four vehicles the Board approved three years ago leases will be ending, final payment will be made and then the airport will purchase outright for a dollar each vehicle; Barometric weather monitoring system for air traffic control

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tower needs to be replaced; Two tow heads for towing jets; Two aircraft engines; a crosswalk is needed at the fuel farm because when doing quality assurance testing it is dangerous climbing up and down the tanks; jet farm tank needs new pump; the Archers' radios and GPS's are old and need replacement with updated avionics; as well as the design phase for runway improvements.

Mr. Simpson asked is there was any update on the lumber yard's lease area. Mr. Helms answered that they asked and were granted an extension until the end of July and due to delays in construction and material shortages they would probably need another extension. Mr. Simpson asked if it was affecting the airport negatively and Mr. Helms stated no. Mr. Helms stated that they pay a little over \$5,000.00 per month for that leased area which is over 400% below market value.

Chairman Githens stated he supports extending the lease until August 31, 2021. Chairman Githens stated that if they need to extend passed August 31, 2021, then it will need to be brought up to fair market value and start billing them accordingly.

Chairman Githens asked about the Master Plan Project and Mr. Helms stated that the first sixty page working paper is ready and hopefully will be reviewing with the Board at the next Board meeting.

Airport Attorney- Nothing to report.

Under Old Business-There was no Old Business

Under New Business-There was no New Business

Resolutions-

Resolution Adopting the 2021-2022 Proposed Budget. Resolution No. 1227.

Mr. Simpson moved; Ms. Tucker seconded to Adopt Resolution No. 1227. All members voted yes, and the motion carried.

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Airport Authority Bank Resolution No. 1228.

Ms. Tucker moved; Mr. Sjoblom seconded to Adopt Resolution No. 1228. All members voted yes, and the motion carried.

Relocate and Rehabilitate existing rail lines Resolution No. 1229.

Mr. Simpson moved; Ms. Tucker seconded to Adopt Resolution No. 1229. All members voted yes, and the motion carried.

Mr. Helms explained that Resolution No. 1229 was part of a Legacy Project from 2019 and was Grant approved.

There being nothing further to discuss Chairman Githens adjourned the meeting at 6:24 p.m.

**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY**

BY:   
CHAIRPERSON

ATTEST:   
SECRETARY