

MINUTES

BARTOW AIRPORT AUTHORITY SPECIAL MEETING MONDAY, OCTOBER 16, 2017 BARTOW CITY HALL, COMMISSION CHAMBERS 4:00 P.M.

The Bartow Municipal Airport Development Authority held a Special Meeting on Monday, October 16, 2017, at Bartow City Hall, Bartow, Florida. Airport Board members present were Chairperson Leo E. Longworth, Mr. W.H. "Billy" Simpson, Mr. James F. Clements, and Ms. Trish Pfeiffer; Airport Manager, Ms. Cynthia L. Barrow and Mr. Sean Parker, Airport Attorney, Ms. Michelle Sestile, Mr. Terry Beacham, Mr. Mel Parker and Ms. Jennifer Baisden, Bartow Municipal Airport. Also, present were Mr. Colin Baenziger, of Colin Baenziger & Associates, Mr. Jeff Roslow of the Polk County Democrat, Mr. Steve Steiner. Mr. Steven Johannsen attended towards the end of the meeting. Absent from the meeting was Mr. Warren P. "Pat" Huff.

Chairperson Longworth called the Bartow Municipal Airport Authority Special Meeting to order at 4:00 p.m.

Chairperson Longworth asked if there were any Public Comment on matters not appearing on the Agenda-There were none.

Chairperson Longworth asked if there were any Public Comment on matters appearing on this Agenda, but not scheduled for separate public hearing-There were none.

At the start of the meeting it was determined that Mr. James F. Clements had not received the biography packet of the semifinalists from Mr. Colin Baenziger. Mr. Sean Parker gave a summary at the meeting to Mr. Clements and Ms. Trish Pfeiffer share her biographies from her packet with Mr. Clements.

Ms. Pfeiffer asked if Mr. Huff (who was absent) had sent any input. Mr. Simpson asked that Mr. Huff be called to check on any ideas or input he had. Mr. Sean Parker stated that he would step out and call Mr. Huff and come back and give a report.

Continued-Page Two
Special Meeting Minutes of
Monday, October 16, 2017

Mr. Baenziger then asked how the four Board Members present felt about the list of eight semifinalists he chose. Mr. Baenziger started by saying that he feels nervous when there are less than four candidates. Ms. Pfeiffer expressed she felt that was not enough.

Mr. Simpson asked if five candidates are selected who books/makes the travel arrangements for them? Mr. Baenziger answered that his company would handle the travel arrangements. Mr. Parker re-entered the Commission Chambers and stated that he could not reach Mr. Huff and that he was going to follow up with an email. Mr. Simpson asked what if five are selected and only two can make the scheduled time for the interview process. Mr. Baenziger, the Board and Mr. Parker discussed the possibility of "skyping" the interview process and Chairman Longworth stated that he preferred that the candidate be here in person, but if no other option then it could be skyped. After some other small discussion between Mr. Baenziger and the Board, Mr. Baenziger asked the Airport Authority members present to use the ballot he provided them and mark the five they felt they would like to make the short list and interview. The Board members that were present turned in their choices, Mr. Terry Beacham; Mr. Daniel J. "Dan" Dickten; Mr. Bryant Garrett; Mr. John Helms; and Ms. Diane Jackson.

The Board decided that the candidates Reception would be held at the Bartow Municipal Airport in the large conference room, at 4:00 pm., with preferably the Airport's restaurant tenant Nini's Landing do the catering.

Mr. Simpson asked about the schedule for the interviews and Mr. Baenziger stated he had a rough draft schedule. All five candidates would meet in the large conference room Tuesday, October 31, at 8:00 am and they would interview them as a group for approximately 50 minutes each and finish somewhere around noon; then after a lunch break, the finalists would meet one-on-one with each Airport Authority Board Member to finish at approximately 4:45 and then the Airport Authority Board would meet at 5:00-5:30 p.m. to discuss and then subsequently vote for the new Bartow Municipal Airport Executive Director.

Ms. Barrow asked if the "Pending Items" shown for certain candidates had been completed. Mr. Baenziger stated he thought all of the background work has been completed now. Chairman Longworth mentioned that finalist Dan Dickten had only answered half of the questions and Mr. Baenziger said he did not notice that the questionnaire wasn't complete. Ms. Pfeiffer asked if all of the semifinalists received the same questions and Mr. Baenziger stated they all had the same questions.

Mr. Simpson stated in reference to the Reception, all employees, airport consultants, and a list of community leaders were chosen to be invited and attend.

Continued-Page Three
Special Meeting Minutes of
Monday, October 16, 2017

Mr. Baenziger stated that he recommended a tour be done with the finalists and possibly the staff could have lunch with the finalists prior to the Reception.

Mr. Baenziger announced the top five candidates chosen from the list of eight. Mr. Simpson moved to accept the top five, which were Mr. Terry Beacham, Mr. Daniel "Dan" Dickten, Mr. Bryant Garrett, Mr. John Helms, and Ms. Diane Jackson. Ms. Pfeiffer seconded the motion.

Mr. Clements then stated that he wished that Mr. Steven Johannsen had been chosen as a candidate and felt that everyone that has spoken with him thinks that he thinks outside the box and has a lot of contacts around the world. Mr. Clements stated that he felt the Airport needed to "step-up" not just a notch but two or three notches, i.e. Runway extensions, south side of the Airport developed, etc.

Mr. Clements then asked if the Board could add a sixth finalist. Ms. Pfeiffer stated that she had no problem adding Mr. Johannsen and that he was local and would have no travel expenses. Mr. Clements moved to amend the motion to include Mr. Steven Johannsen as the sixth finalist. Ms. Pfeiffer seconded the motion.

Chairman Longworth stated that there was an amended motion before the Board to include Mr. Steven Johannsen as the sixth finalist. Chairman Longworth, Mr. Clements, and Ms. Pfeiffer voted Aye, Mr. Simpson voted Nay.

The Amended motion passed with a 3-1 vote with Mr. Simpson being the Nay vote. Chairman Longworth thanked Mr. Baenziger for all his help.

There being no further business to come before the Airport Authority, the meeting was adjourned at 4:50 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____
CHAIRPERSON

ATTEST:

SECRETARY