

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
DECEMBER 11, 2017
BARTOW AIRPORT, 5:30 P.M.

Chairman Longworth called the meeting to order at 5:34 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, December 11, 2017 at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman Leo E. Longworth, Mr. W.H. "Billy" Simpson, Mr. Warren P. "Pat" Huff, Mr. James F. Clements (arrived at 5:36), and Ms. Trish Pfeiffer, Mr. Sean R. Parker, Airport Attorney, and Ms. Cynthia L. Barrow, Airport Manager. Also present were, Mr. John Helms, New Bartow Airport Director upon the Retirement of Ms. Cindy Barrow, January 4, 2018, Mr. Terry Beacham, Mr. James M. "Mel" Parker, Ms. Michelle Sestile, Bartow Municipal Airport, Mr. Mark Kithcart, Mr. Keith Tate, Mr. Wade Allen, of Polk County Board of County Commissioners Facilities Department, Mr. Justin Edwards of Gale Engineering, Architecture and Planners and Mr. Jeff Roslow, Polk County Democrat.

Chairman Longworth asked if there were any corrections or additions to the Minutes of November 13, 2017 Regular Meeting. Mr. Huff moved, Ms. Pfeiffer seconded to accept the Minutes of November 13, 2017 as published. All members voted yes, and the motion carried.

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

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

Ms. Barrow opened the meeting by introducing to the Board the members present from the B.O.C.C. Facilities Department.

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Ms. Barrow stated to the Board that The Polk County Sheriff's Office currently has a modular office adjacent to their aviation hangar. They have made a request to replace the existing modular with a new larger modular office. Ms. Barrow stated that for many years the Airport has made multiple requests for the County to build a permanent office space adjoined or adjacent to the aviation hangar, but new offices were never constructed. A summary was distributed to the Board of the discussions and requests throughout the term of the lease. There is no doubt that the Polk County Sheriff's Department maintains the property in very good condition. Ms. Barrow stated the issue is that multiple prior requests have been made for modular office space and they have been denied. She also stated that she didn't believe the City issues permits for mobile/modular offices any longer. Mr. Kithcart thanked the Board for their time regarding this issue and stated that this lease is for the Polk County Sheriff Department, but is in the name of the Board of County Commissioners because the Sheriff cannot enter into a lease longer than his four-year term. Mr. Kithcart stated that the training modular will stay, it is the Administrative modular they wish to replace that employs approximately 29 staff members. Mr. Huff asked if all improvements would fall on the PCSO and Ms. Barrow stated "yes." Ms. Barrow stated again that years ago the PCSO spoke about building a permanent office building. Ms. Barrow warned that if the Board agreed to move forward it would be opening the door to future requests from other tenants. Since it is a replacement modular the County felt the City would approve and issue a permit. Ms. Pfeiffer asked if this Ordinance could be amended since its an Industrial Park? Ms. Pfeiffer asked Mr. Helms what his feelings were regarding modular offices and Mr. Helms answered that the Marion County Airport also, doesn't allow them. Ms. Pfeiffer asked if the modular offices were cheaper and the staff from facilities answered "yes." Mr. Huff asked the facilities staff if modulares were manufactured to Code and they answered "yes" up to 140 mph winds. Chairman Longworth asked if the Airport has ever allowed the replacement of a modular and Ms. Barrow answered "no." Chairman Longworth stated that the PCSO kept their Leased area well maintained and that they were a long-term tenant and asked Mr. Parker if it could be permitted. Mr. Parker stated that Mr. Greg Lamb of permitting for the City would issue a permit since it is a replacement for a modular already located at the site.

Mr. Clements moved, Mr. Huff seconded to allow the Polk County Sheriff's Office to replace a modular unit on their leased area, contingent upon permit approval by the City. All members voted yes, and the motion carried.

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Financial Statement-There were no questions, but the Board mentioned that it looked better than the October Financial Statement.

Airport Attorney-In reference to the New Entrance Road Project, Mr. Parker stated that Mr. Tim Delph of Mid-Florida Lumber Acquisitions is still in discussions and would hopefully be putting pen to paper with his Attorney this week.

Mr. Parker stated that getting in touch with Americold has been a challenge. Mr. Parker said that going back through the low-level guy has finally gotten him back to the higher powers. Their Engineer was also involved in a call. They discussed the benefit and impact of the new entrance road would have on their business. Mr. Parker stated that he was feeling better about coming to a resolution with Americold on the matter. After more discussion, Ms. Pfeiffer asked if the Airport would have clear "steps" in what the Airport would be doing with Americold. Ms. Barrow reminded everyone that the funding is in jeopardy and the Design Phase must be completed by June 30th, 2018. Mr. Helms asked, if filing Imminent Domain would be time consuming and Mr. Parker answered "yes." Mr. Parker said there is another "quick recovery" option. Ms. Pfeiffer asked if they realize the importance and urgency regarding the funding issues, and Mr. Parker answered "yes" they are aware of the urgency. Mr. Huff asked if the Board would know more at January's meeting and Mr. Parker answered "yes."

Old Business-Ms. Pfeiffer stated that Ms. Barrow's last day is January 4th and that Mr. John Helms first day is December 18th. Ms. Pfeiffer said she spoke with Cindy regarding a retirement event and Ms. Barrow said that with everything going on and the Holidays fast approaching, not to worry with planning an event.

There was talk of a reception for Mr. John Helms in February and Ms. Pfeiffer said she would ask for the Bartow Chamber's help in the planning of it.

Ms. Barrow stated that she just wants to wind down and leave on January 4th. Ms. Pfeiffer stated that Ms. Barrow can attend the January 8th meeting for something the Board wants to present to her for her retirement. Ms. Barrow stated that if Mr. Parker had the two lease amendments (Americold and Mid Florida Lumber Acquisitions) ready she would gladly attend the January 8th meeting.

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New Business-There was no New Business.

Resolutions:

Lease with Aero Fabrication & Restoration, Inc., Building #353 (6395 Foxtrot Avenue) for a Primary Term of Ten (10) Years, with Two (2), Five Year Options, at \$2,425.00 Per Month. Resolution No. 1147. (Lease Renewal).

Mr. Huff moved, Mr. Simpson seconded to Adopt Resolution No. 1147. All members voted yes, and the motion carried.

Airport Authority Bank Resolution No. 1148

Mr. Huff moved, Mr. Clements seconded to Adopt Resolution No. 1148. Chairman Longworth asked if the is Resolution to change the signers from Ms. Cynthia L. Barrow to Mr. John Helms as Executive Director and Ms. Barrow answered "yes." All members voted yes, and the motion carried.

Lease with Mobile Mini, Inc., a Delaware Corporation, Land Area #180 (575 Beechcraft St.) Approximately 10 Acres for a Primary Term of Two (2) Years, with One (1), One Year Option, at \$3,675.00 Per Month. Resolution No. 1149. (Lease Renewal).

Mr. Huff asked what this tenant does, and Ms. Barrow explained that they take old Con-Ex containers and make offices or can make small homes with them.

The Board really wants this Tenant to start doing repairs and to maintain their leased area. Mr. Simpson asked Mr. Helms to "stay on top it."

Mr. Clements moved, Mr. Huff seconded to Adopt Resolution No. 1149. All members voted yes, and the motion carried.

Chairman Longworth thanked Mr. Justin Edwards of Gale Engineering and Architectural Planners for the Christmas cookies.

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There being no further business to come before the Airport Authority, the meeting was adjourned at 6:22 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

By: _____
CHAIRPERSON

ATTEST: _____
SECRETARY