

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
SEPTEMBER 10, 2018
BARTOW AIRPORT, 5:30 P.M.

Chairman Simpson called the meeting to order at 5:32 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, September 10, 2018 at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman W.H. "Billy" Simpson, Mr. Scott Sjoblom, Mr. James F. Clements, Mr. Leo E. Longworth came in at 5:45 pm, Mr. Sean R. Parker, Airport Attorney and Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Mr. James M. "Mel" Parker, Ms. Michelle Sestile, and Ms. Jennifer Baisden, Bartow Municipal Airport. Ms. Trish Pfeiffer was absent with illness.

Chairman Simpson asked if there were any corrections or additions to the Minutes of August 13, 2018, 2018 Regular Meeting. Mr. Clements moved, Mr. Sjoblom seconded to accept the Minutes of August 13, 2018 as published. All members voted yes, and the motion carried.

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

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

Mr. Helms opened the meeting by discussing salaries. Mr. Helms stated that he had budgeted a 4% total increase for salaries for FY 2018-2019. The staff will receive a 3% Cost of Living Allowance. Mr. Longworth asked when raises would take effect for the Board and Staff. Mr. Helms answered, "raises for both the Board and staff would take effect October 2018.

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Mr. Sean Parker, Airport Attorney stated that he has deferred any increase from the Airport Authority for multiple years now. His salary as City of Bartow Attorney is based on a City contract rate. There was discussion as to whether or not to do an Ordinance so that the discussion for raises does not have to come before the Airport Authority anymore and a straight rate be increased and budgeted each year. Mr. Sjoblom stated the he preferred to move forward with a built-in rate in pay increase each year. Mr. Clements moved to approve a straight 3% increase for the Bartow Municipal Airport Authority Board members to follow the 3% Cost of Living Allowance increases for the employees for FY 2018-2019. Mr. Sean Parker's rate will match the contract rate with the City. Mr. Sjoblom seconded. All members voted yes, and the motion carried.

Mr. Helms then updated the Board on Airport:

Mr. Helms informed the Board that Kelvin Purdy one of our ATC operators has left to take a position with Federal Aviation Administration. There will be a gap in hours of coverage for the tower and staff is currently looking for another ATC operator. Mr. Sjoblom asked if it was a salary problem and Mr. Helms answered "no" that finding two ATC operators to work 10-hour days for with a non-FAA contract and the stairs up to the tower are what is presenting the problem.

The Sabal construction is underway, the pavement project has started, the concrete is in just waiting on the asphalt and Sabal is interested in possibly renting Building #102.

The Board reviewed the August 31, 2018 Financial Statement.

Airport Attorney-Nothing to Report

Under Old Business-Mr. Clements asked about the restaurant. Mr. Helms stated that Mr. Beacham and he have met recently with Service with Style and they had submitted a Letter of Intent. There are some revisions that need to be made to the Letter of Intent and be incorporated into our Lease Agreement hopefully between November and December. Mr. Helms stated that the Airport needs catering and event experience.

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Chairman Simpson asked if these gentlemen have this and Mr. Helms stated yes that between the three of them they have 125 years restaurant experience. Mr. Helms stated that he feels it is as important to have the added service to the Airport and Tenants as it is to earn a profit. Mr. Beacham stated that there is a second party also showing interest.

Mr. Longworth asked how the developing of the logo is going and Mr. Helms stated that rebranding will start in the new fiscal year.

Mr. Longworth asked if the Airport was going to be working with a company and Mr. Helms stated that he was going to start with Jeff Clark at the Bartow Chamber of Commerce.

New Business-There was no New Business.

Chairman Simpson informed Mr. Longworth that the Board had discussed employee, Board member and the Airport Attorneys salaries before Mr. Longworth had arrived at the meeting to update him on what he had missed.

Resolutions: There were no Resolutions.

There being nothing further to discuss Chairman Simpson adjourned the meeting at 6:00

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

By: _____
CHAIRPERSON

ATTEST: _____
SECRETARY