

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
MAY 11, 2020
BARTOW AIRPORT, 5:30 P.M.

Chairman Sjoblom called the meeting to order at 5:36 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, May 11, 2020 at Bartow Airport, Bartow, Florida. Airport Board members present were, Mr. Scott Sjoblom (Remote) Mr. James F. Clements (In Person), Mr. Leo E. Longworth (Remote), Mr. W.H. "Billy" Simpson (In Person), Mr. Steve Githens (In Person), Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Deputy Executive Director, Ms. Michelle Sestile, Mr. Mel Parker, and Ms. Kristina Martin, Bartow Executive Airport, and Ms. Savannah Young Cerullo (Remote) representing Sean R. Parker, Airport Attorney.

Chairman Sjoblom opened the meeting by announcing the election of new Bartow Airport Authority Board Members. Chairman Sjoblom stated that he had really enjoyed his year serving as the Chairman of the Authority Board and started the nominations for the 2020-2021 Officers.

Mr. Leo E. Longworth moved to nominate Mr. James F. Clements for the Chairman. Mr. Githens seconded.

Chairman Sjoblom asked for a roll call vote. Mr. Clements voted "aye", Mr. Githens voted "aye", Mr. Longworth voted "aye", Mr. Simpson voted "aye", Chairman Sjoblom voted "aye". The motion carried.

Chairman Clements then took the over the meeting and thanked the Board for their vote and stated that he was looking forward to working with Mr. John Helms, Airport Executive Director.

Mr. Leo E. Longworth moved to nominate Mr. W.H. "Billy" Simpson as Vice-Chairman. Mr. Sjoblom seconded.

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Chairman Clements asked for a roll call vote. Mr. Sjoblom voted "aye", Mr. Githens voted "aye", Mr. Simpson voted "aye", Mr. Longworth voted "aye", Chairman Clements voted "aye". The motion carried.

Mr. Leo E. Longworth moved to nominate Mr. Steve Githens as Secretary. Mr. Sjoblom seconded.

Chairman Clements asked for a roll call vote. Mr. Sjoblom voted "aye", Mr. Githens voted "aye", Mr. Simpson voted "aye", Mr. Longworth voted "aye", Chairman Clements voted "aye". The motion carried.

Mr. Leo E. Longworth moved to nominate Ms. D. Michelle Sestile as Assistant Secretary. Mr. Simpson seconded.

Chairman Clements asked for a roll call vote. Mr. Sjoblom voted "aye", Mr. Githens voted "aye", Mr. Simpson voted "aye", Mr. Longworth voted "aye", Chairman Clements voted "aye". The motion carried.

Chairman Clements asked if there were any corrections or additions to the Minutes of March 9, 2020 Regular Meeting. Mr. Simpson moved; Mr. Longworth seconded to accept the Minutes of March 9, 2020 as published. All members voted yes; and the 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 hearing-There were none.

Mr. Helms stated that the selection committee meetings that were going to occur in April were postponed due to COVID-19 restrictions. Meetings will be scheduled in the coming weeks. Mr. Simpson stated that he would like Secretary Githens to "sit in" on the General Engineering Consultant meeting to become familiar with the process.

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Mr. Helms discussed with the Board a Tenant that has requested an early out/termination of his lease. Mr. Helms stated that this Tenant has been a good tenant but has struggled since the lease commenced and with the COVID-19 shut down he was just not going to be able to make it and needed to shut his doors. Mr. Helms explained that the advance rent deposit would be used toward what is owed to the Airport and a final invoice would be prepared for the tenant who has stated that he will pay and leave in good standing. The Board asked when the lease would expire, and the lease file was pulled and determined that it expires in February 2021.

Mr. Longworth moved, Mr. Scott Sjoblom seconded to grant the early termination of the tenant located in building #223 (4080 Echo Avenue). All members voted yes; and the motion carried.

Secretary Githens then asked Mr. Helms what part of the budget that would affect, and Mr. Helms stated, landside revenue.

Chairman Clements asked if the Industrial Park rents were down and Mr. Helms stated that a couple of tenants had been, but payments on those balances were currently coming in. The late fees for the Industrial Park have been waived in the face of the shutdown. Mr. Helms stated that all the tenants in the Industrial Park were considered essential and nobody has ceased operations.

Chairman Clements asked Mr. Helms to bring Secretary Githens up to date with Pro Powder Coating. Mr. Helms stated they moved their business to the Airport when they outgrew their location in Punta Gorda. Mr. Helms explained that it was powder coating operation consisting of a process of static bonding paint and "baking metal" in large ovens for various industries. Mr. Helms also stated that they are currently in talks about leasing another building located at the airport and expanding one of the buildings they are already leasing.

Chairman Clements asked Mr. Helms if there has been anymore communications regarding the Lear jet and Mr. Helms stated "no" but he has been informed the company has secured a location and is starting up in Texas and that rents at the Bartow Airport are current.

Mr. Helms reviewed March and April 2020 Financial Statements and answered questions from the Board.

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Mr. Helms stated that he had elected not to present to the Board Second Quarter Report until the next in-person Board Meeting. Secretary Githens asked what were the exact financial impacts of the shut down? Mr. Helms stated that he did not know the exact numbers as several variables must be considered but, because operations pretty much shut down at the Airport which will for sure negatively impact fuel flowage and operation numbers. Mr. Helms stated that it will be re-evaluated and followed on a month to month basis after this crisis is over.

Airport Attorney-Ms. Savannah Young Cerullo, on behalf of Sean R. Parker, had nothing to report.

Under Old Business-There was none.

Under New Business-There was none.

Resolutions:

Resolution No. 1194-Amendment to the Public Transportation Grant Agreement FPN 437059-1-94-01, Contract Number G1497. Install New and Relocate Existing Rail Lines.

Deputy Director Beacham explained the Board that this Grant Agreement is and addendum to an existing Agreement for the design phase and the Airport is partnered with the railroad at 50/50 and Florida Department of Transportation.

Mr. Simpson moved to Adopt Resolution Number 1194. Secretary Githens seconded and the motion carried.

Chairman Clements asked for a roll call vote. Mr. Sjoblom voted "aye", Mr. Githens voted "aye", Mr. Simpson voted "aye", Mr. Longworth voted "aye", Chairman Clements voted "aye". The motion carried.

CORRECTION-The rent associated with Museum Management Group is up to date but it should be clarified that the rent for the Learjet and Gulfstream is being paid by the Department of Defense.

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There being nothing further to discuss Chairman Clements adjourned the meeting at 6:10 pm.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: 
CHAIRPERSON

ATTEST: 
SECRETARY