

**MINUTES**  
**BARTOW AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**SEPTEMBER 14, 2020**  
**BARTOW AIRPORT, 5:30 P.M.**

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

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, September 14, 2020 at Bartow Airport, Bartow, Florida. Airport Board members present were, Chairman Mr. James F. Clements, Mr. W.H. "Billy" Simpson, Mr. Steve Githens. Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Deputy Executive Director, Ms. Michelle Sestile, Mr. Mel Parker Bartow Municipal Airport and Mr. Sean R. Parker, Airport Attorney. Mr. Leo E. Longworth and Mr. Scott Sjoblom were absent from the meeting. Also present were Mr. Steve Henriquez, Aecom, Mr. Mr. Jay Scalise, Kutchins and Groh; Mr. Todd Cox, Avcon, and Mr. Michael Moon, Hanson.

Chairman Clements asked the Gallery to introduce themselves.

Chairman Clements asked if there were any corrections or additions to the Minutes of July 13, 2020 Regular Meeting. Mr. Githens stated that he had a change request regarding "prior year expenditure line item i.e. inflation, etc. Mr. Githens moved to approve the Minutes of July 13, 2020 with requested change/clarification referenced on page 3. Mr. Simpson seconded to accept the Minutes of September 14, 2020 with the requested change. All members voted yes; and 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 hearings-There were none.

Continued-Page Two  
Minutes of September 14, 2020

Mr. Helms opened the meeting by stating that this meeting is the last meeting of the 2019-2020 fiscal year. Mr. Helms stated that a budget amendment is being requested to move the Master Plan Project scheduled for the 2019-2020 fiscal year in the amount of \$659,826.00 that was originally going to be funded 90% by the Federal Aviation Administration, 5% by the Florida Department of Transportation and 5% by the Bartow Municipal Airport be amended to add the project back into the fiscal year 2020-2021 and the Federal Aviation Administration is now funding at 100%. Ms. Jennifer Ganley of the Federal Aviation Administration called that the grant is not yet in but, will be soon and will be "DocuSigned" by Mr. John Helms, there is a resolution for the requested budget amendment that will be read by Mr. Sean Parker, Airport Attorney at the conclusion of the meeting.

Mr. Simpson moved; Mr. Githens seconded to approve requested fiscal year 2020-2021 budget amendment for the Master Plan Project. All members voted yes, and the motion carried.

Mr. Helms then stated that the rail project's construction will not start until January 2021 and will be also be carried over and will show on the month to month reports.

Mr. Githens moved; Mr. Simpson seconded for the rail project's construction to be moved to January 2021 and will show in the month-to-month financial reports. All members voted yes, and the motion carried.

Mr. Helms then reviewed the 3<sup>rd</sup> Quarter report with the Board and answered questions. Hangars are still at 100% capacity; Industrial Park is currently at 83% capacity and to date the Airport has only lost one tenant however, that tenant was already struggling before COVID-19.

Mr. Githens stated that he appreciates the Quarterly Reports.

Mr. Helms then moved onto the July and August Financial Statements and answered questions from the Board. Mr. Helms stated that Industrial Park leases are good, the Flight School and fuel sales are also doing well.

Mr. Simpson informed Mr. Helms to keep up the good work and Mr. Helms stated that he attributes it to the good work of the Airport Staff. Mr. Helms went on to say that the grove did not do very well this year but was hopeful that 2021 would be better.

Mr. Githens moved; Mr. Simpson seconded to accept the July and August 2020 Financial Statements as presented. All members voted yes, and the motion carried.

Airport Attorney-Mr. Parker stated that the engineering contract interviews and presentations that were held on Thursday, September 17, 2020 were very good and informative; all the firms that submitted to the Selection Committee were all highly experienced.

Under Old Business-No New Old Business

Under New Business-No New Business

Resolutions:

A Resolution of the Bartow Municipal Airport Development Authority to Amend the Fiscal Year 2020-2021 Budget. Resolution No. 1199.

Mr. Simpson moved; Mr. Githens seconded to Adopt Resolution No. 1199, all members voted yes, and the motion carried.

Grant Agreement in the Amount of \$659,826.00 from the Federal Aviation Administration for: "Conduct Comprehensive Airport Master Plan Study." Resolution No. 1200

Mr. Githens moved; Mr. Simpson seconded to Adopt Resolution No. 1200. All members voted yes, and the motion carried.

Lease with Natural Electric, LLC, Building #230 (5355 Airport Blvd.) for a Primary Term of One (1) Year with One (1) Year Option at \$2,232.44 Per Month. (Lease Renewal). Resolution No. 1201.

Mr. Simpson moved; Mr. Githens seconded to Adopt Resolution No. 1201. All members voted yes, and the motion carried.

Chairman Clements asked about the restaurant and Mr. Helms stated that they are open and moving along. They are trying a new concept of Taco Tuesday's, Mr. Helms will be speaking with them to get a better understanding of what that concept entails, and to remind them that serving breakfast is a requirement of their lease agreement.

Mr. Helms stated that for the convenience of the airport as it relates to COVID-19, the airport was using unused funds to provide lunch from the airport to staff with limited ability to leave for lunch. This will only continue through this fiscal year. If the airport were to extend this into next year, a budget amendment and Board approval would be required.

Chairman Clements asked about the airport having drainage issues especially with all of the rain that has fallen, and Mr. Helms answered "yes" that he and Mr. Beacham have discussed and toured the airport, that drainage maintenance projects are being developed to start working to alleviate the problem.

There being nothing further to discuss Chairman Clements adjourned the meeting at 6:14 pm.

**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY**

BY: \_\_\_\_\_



CHAIRPERSON

ATTEST: \_\_\_\_\_



SECRETARY