

**MINUTES**  
**BARTOW AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**JULY 10, 2023**  
**BARTOW AIRPORT, 5:30 P.M.**

Chair Adams called the meeting to order at 5:35 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, July 10, 2023, at Bartow Airport, Bartow, Florida. Airport Board members present were Chair Mr. Nick Adams, Ms. Trish Pfeiffer, Mr. Steve Githens, Mr. Leo Longworth (arrived at 5:42), and Mr. Sean Parker (arrived at 5:36) Airport Attorney. Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Mr. Mel Parker and Ms. Michelle Mathews, Bartow Executive Airport and Mr. Gerald Cochran. Ms. Tanya Tucker was excused ill.

Chair Adams asked if there were any corrections or additions to the Minutes of June 12, 2023, Regular Meeting.

Ms. Pfeiffer moved, Mr. Githens seconded to approve the Minutes of June 12, 2023, as published. All Members voted yes, and the motion carried.

Chair Adams asked if there were any Public Comments on matters not appearing on this Agenda-There were none.

Chair Adams asked if there were any Public Comments on matters appearing on this Agenda, but not scheduled for separate public hearings - There were none.

Mr. Helms then reviewed with the Board the June 2023 Financial Statement and answered questions from the Board. Mr. Helms stated that the Airport is still moving through hurricane damage and when all the damage has been repaired then he will present to the Board a budget amendment. Mr. Helms also stated that the first disbursement of over \$500k has been paid to Frequentis for the remote digital towers. The Airport currently being at \$444k year to date indicates that the airport is doing well.

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Mr. Githens stated that Financial Statement looked good to him. Chair Adams asked what was driving the cost of flight insurance and Mr. Helms stated that he wasn't entirely sure but the flight school is doing really well with no additional advertising and that the James Ray Scholarship program is helping.

Mr. Githens moved; Ms. Pfeiffer seconded to approve the June 2023 Financial Statement. All members voted yes; and the motion carried.

Mr. Helms asked the Board if they would like to move forward to the Quarterly Report to give Mr. Longworth time to arrive for the meeting? Everybody agreed to move forward with the next agenda item.

Mr. Helms stated that since the first quarter meeting had been cancelled this report is for the second quarter. Mr. Helms stated that Av Gas sales are waning, but Operations are still up and Jet A sales are doing really well.

Mr. Longworth arrived, and Mr. Helms then reviewed with the Board the Proposed FY 2023-2024 Budget. Mr. Helms stated the overall budget assumes a 4% inflation rate. Mr. Helms stated that the Department of Military Affairs has agreed upon a rental rate and has elected to enter into a new lease agreement which will generate funds that the Airport has not previously received. Mr. Longworth asked how long the term was and Mr. Helms stated that he would find that out on Monday when speaking with Captain Curry but hoping for long term with STEP increases along the way and should have the lease soon to present to the Board.

Mr. Helms stated that there is an error on the agenda. The Resolution approving the Fiscal Year 2023-2024 budget was not listed. There was also a correction to the line-item budget, being a one-time expenditure being listed in the incorrect line. Both corrections have been made and will be republished following the meeting.

Mr. Helms informed the Board that Polk Schools are taking all the 5<sup>th</sup> grade classes on a field trip to the Polk County Aerospace Museum and needed funding assistance to cover school bus transport, Lakeland is contributing \$50k, Bartow Executive Airport is allocating \$15k, Winter Haven and Lake Wales are believed to be contributing \$15k and \$5k respectively.

Misprint corrected to reflect Lakeland Airport contributing \$50,000 in funding for school bus transport to Polk County Aero Space Museum.

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Mr. Helms also stated that the Airport is sponsoring the annual Chamber meeting and passing of the gavel for \$2,500.00; \$20k for a professional hangar rate survey; and a 3% COLA raise for the staff.

The fuel sales, flight school, etc., remained equal to current year, with direct revenue and expenditure.

Mr. Helms informed the Board that PGIT insurance has informed the Airport that insurance is going up 100%, the commercial tenants' insurance will double this fiscal year. The Airport is working on getting alternate quotes and will be looking into going out for RFP next year.

Mr. Helms answered questions from the Board regarding Family Insurance Plans offered to the Employees. Mr. Helms explained the Health Savings Account/High Deductible plan offered to employees. The Board liked the option and Ms. Pfeiffer stated that she wished that option could be offered to the City of Bartow Employees.

The T-37 Static Display at the entry way to the Airport needs to be repainted. Paint and preservation is the Airport's responsibility and required as part of the Airport's contract with the Air Force. The Air Force requires the T-37 to be painted in a scheme matching that of one of its previously assigned stations and it has been determined that the Bartow Airbase was in fact that aircraft's first duty station after production by Cessna.

Mr. Longworth moved; Mr. Githens seconded to adopt the Proposed 2023-2024 Budget as presented. All members voted yes; and the motion carried.

Airport Attorney- Had nothing new to report.

Under Old Business- There was no Old Business.

Under New Business-There was no New Business.

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Resolutions-

Resolution No. 1272, to Adopt the Proposed FY 2023-2024 Budget.

Mr. Longworth moved; Mr. Githens seconded to Adopt the Proposed FY 2023-2024 Budget.

All members voted yes; and the motion carried.

There being nothing further to discuss Chair Adams adjourned the meeting at 6:45p.m.

**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY**

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

CHAIRPERSON

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

SECRETARY