

**MINUTES**  
**BARTOW AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**OCTOBER 9, 2023**  
**BARTOW AIRPORT, 5:30 P.M.**

Chair Adams called the meeting to order at 5:31 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, October 9, 2023, at Bartow Airport, Bartow, Florida. Airport Board members present were Chair Mr. Nick Adams, Ms. Trish Pfeiffer, Mr. Leo Longworth, Ms. Tanya Tucker, and Mr. Sean Parker Airport Attorney. Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, and Ms. Kristina Martin, Bartow Executive Airport. Mr. Steve Githens arrived at 5:33 p.m.

Chair Adams asked if there were any corrections or additions to the Minutes of September 11, 2023.

Mr. Longworth moved; Ms. Pfeiffer seconded to approve the Minutes of September 11, 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 – Mr. Gerald Cochran asked if lease and contract renewals go out for bid or do they renew a certain amount of times before they are bid again. He also asked if that is similar to jobs the Board goes out for bids on.

Mr. Helms answered it depends on what the lease or contract is for. Contracts go out for bid but, if they fall within our thresholds then we renew. For construction projects it depends on the price and cost thresholds, some of them are a bid and some are hired out.

Chair Adams asked if anyone from the gallery would like to introduce themselves. Pam Renew with Edwards Security, and Tom O' Reilley.

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 reviewed the first item on his agenda, the Edwards Airport Security Contract that renews their lease with the airport for office space and facilities for another year and includes continuing services for another year with Edwards Security.

The next item on the agenda, Florida Midland Railroad Company to add property to their existing lease for expansion of transloading operation.

The third item on the agenda, Mr. Helms reviewed the unaudited end of year financial statements with the Board and answered questions. Mr. Helms stated that we had an outstanding year in flight training, which is reflected in our revenue lines being much higher than our budgeted amounts as well as our expenditures lines. We made a net profit of \$227,000 this year which is significant as we were planning to make \$61,000 and ended with \$166,000 in excess of the budgeted amount.

Hurricane Ian repairs are ongoing, with the roof on building #216; we expect to cover the hurricane damages from current year revenues, instead of utilizing our reserves.

Ms. Pfeiffer asked if that is the blue building that use to have the recycling materials inside of it?

Mr. Helms answered no, this is the sister building to that building. Ronson Recycling's lease was terminated by Champion Homes, the building's owner. Champion Homes has been renovating the facility for their own use. They have been doing renovations and it seems to be complete this week. They will be bringing in many jobs that are high paying for the area.

Mr. Helms concluded his review of the unaudited end of year financial statements. The final end of year financial statements will be available to the Board for review in the winter. He asked the Board if anyone had any questions.

Mr. Longworth asked if the airport collected enough insurance premiums from the tenants to cover the cost of insurance.

Mr. Helms stated the Airport pays more of the premium than the tenant does. The airport budgets according to the tenant remaining in their lease for the entire term so when they vacate early, the insurance premium falls back on the airport.

Mr. Helms gave an informational update that did not appear on this agenda but will be brought before the Board on the next agenda with a resolution to ratify an agreement with Public Risk Management for property and casualty insurance. There is precedent for an informal quoting process. Due to the unexpected 80% increase, staff decided to request informal quotes considering the level of increase and move forward with switching insurance from PGIT to PRM due to significant savings. The contract price is fixed for two years and at the expiration of the contract, staff will formally advertise an RFQ for insurance services.

Mr. Githens asked if the new statewide commercial wind deductibles for wind would be 5% and Mr. Helms answered yes. Mr. Longworth added to that question that it would have been an 80% increase in premium with PGIT and then a 5% deductible as well, and Mr. Helms answered yes, plus several subsequent deductibles that were increasing as well. PRM maintained a zero deductible on almost all their coverage except for wind coverage as a 5% deductible.

Ms. Pfeiffer asked how the insurance is charged to the tenants as part of their leases and Mr. Helms answered that the tenants are assessed a triple net lease with property taxes, building insurance, and maintenance costs charged individually. The authority maintains the exterior of the buildings.

Mr. Githens asked Mr. Helms to clarify a line item on the budget sheet reference long term liability benefits and Mr. Helms stated that is the OPEB rating where we have to list our post-employment benefits as a liability. If all employees were to end their employment today this is how much of a liability the airport carries for all the employees including but not limited to retirement and vacation.

Mr. Longworth asked if we provide insurance for employees when they retire and Mr. Helms answered yes we insure retirees.

Mr. Githens asked if the deferred inflows are the contract leases in that amount of the leases that haven't been paid to which Mr. Helms answered yes, that is part of the GASB 87 requirements that we have to meet where we have to project all of our inflows over the full lease term. Mr. Helms added that it is an interesting number because there is no way of knowing how any of the leases will pan out in the long term and one should not assume that we have \$13 million in our future.

Chair Adams asked if there were any more questions. There were none.

Mr. Githens moved; Ms. Tucker second to accept the financial reports. All Members voted yes, and the motion carried.

Airport Attorney- Had nothing to report.

Under Old Business- Ms. Pfeiffer asked for an update on the restaurant. Mr. Helms gave an update on the restaurant RFP that yielded no results however there was a restaurant owner from downtown Lakeland called Chop Shop that toured the space a week ago and obtained our RFP information, but we have not heard back from them. Ms. Pfeiffer asked if another RFP would be advertised due to the last RFP being advertised in the summer and everything kicking back into gear in the fall. Mr. Helms stated that there is concern with readvertising the RFP due to the length of time it would take to secure a tenant through the RFP process. The tenant would begin their lease during the slow season. Anyone interested may inquire at this time into the restaurant lease.

Ms. Pfeiffer asked if the armory is all settled from their appropriation and Mr. Helms answered that they did receive their military spending appropriation. We are set up with their billing system as a vendor and billing, but the lease has not been returned and we haven't received a payment. The lease agreements are under review by the Judge Advocate General

Ms. Pfeiffer asked for an update on the air traffic control school. Mr. Helms stated that contractors have been out to the building looking at the facility for renovations, the digital remote towers are in construction, the sighting surveys have been completed, and the school board is in the process of creating a coordinator position for the academics of Traviss Technical. The high school pipeline is still far out compared to the post-secondary program. Due to the remote towers being built offsite in a lab before onsite completion, physical construction of the tower itself is expected to start in April or May. In the interim there will be many building renovations to complete along with running miles of CAT5 cable. Physical completion according to the timeline today should be May. Ms. Pfeiffer asked when it would be operational, and Mr. Helms stated barring any delays, the end of summer. The academy will be a 10-month program.

Ms. Pfeiffer asked how much is an airplane mechanics salary and Mr. Helms answered it varies, locally an entry level mechanic is in the realm of \$20 an hour and that can easily go up if they're licensed. Working in Orlando with a license can pay upwards of \$70 an hour.

Under New Business-There was no New Business.

Resolutions-

Resolution No. 1276. Lease with Edwards Professional Alarms & Video, Inc., Building #225 W-1/2 (4002 Echo Avenue) for a Primary Term of Three (3) Years, at \$595.00 per month. (Lease Renewal)

Mr. Githens moved; Ms. Pfeiffer seconded to adopt Resolution No. 1276.

Ms. Tucker asked if the lease was for something comparable to a shack due to it being a low rate and Mr. Helms answered that the building is original construction from 1943 built to minimum standards with low ceilings where the tenant only rents half the hallway of the building. The market rate is not high on the building.

All members voted yes, and the motion carried.

Resolution No. 1277. Lease with Savory Sun #206 1000 Alpha Avenue & 2100 Bravo Street for a Primary Term of One (1) Year with Two, One (1) Year Options, at \$7,150.00 per month. (Lease Renewal)

Mr. Longworth moved; Mr. Githens second to adopt Resolution No. 1277.

All members voted yes, and the motion carried.

There being nothing further to discuss Chair Adams adjourned the meeting at 6:10 p.m.

**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY**

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



CHAIRPERSON

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

