

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

Chair Tucker called the meeting to order at 5:32 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, January 9, 2023, at Bartow Airport, Bartow, Florida. Airport Board members present were Chair Ms. Tanya Tucker, Mr. Nick Adams, Ms. Trish Pfeiffer, Mr. Steve Githens, and Mr. Sean Parker, Boswell and Dunlap. Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Ms. Michelle Mathews, and Mr. Mel Parker, Bartow Executive Airport. Mr. Bill Prange, AECOM and Mr. Sergio Seone, AOPA. Mr. Leo E. Longworth was excused absent.

Chair Tucker asked if there were any corrections or additions to the Minutes of November 14, 2022, Regular Meeting.

Mr. Githens moved, Ms. Pfeiffer seconded to approve the Minutes of November 14, 2022, as published. All Members voted yes, and the motion carried.

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

Chair Tucker 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 started the meeting off by greeting everyone with Happy New Year and went into reviewing and answering questions regarding the November and December 2022 Financial Statements. Mr. Helms stated that the Airport is tracking well and is not doing bad for this time of year.

Ms. Pfeiffer asked about the Airport's 80<sup>th</sup> Birthday/Anniversary as to what was being planned to celebrate it. Mr. Helms stated that he wanted to do something along the lines of tenant appreciation and Airport celebration, i.e. hamburgers/hotdogs, music from the era, some aircraft displays, etc. Ms. Pfeiffer asked that the Airport

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make sure to promote it via press releases, notifying the City, Chamber of Commerce, social media, Main Street, etc. Mr. Helms stated his agreement with those suggestions to promote the event.

Airport Attorney- Had nothing new to report.

Under Old Business-Mr. Helms reminded the Board requested to shop other Insurance Carriers. Mr. Helms stated that the Airport currently is insured with Ewing, Blackwelder and Duce and PGIT. Mr. Helms was asked by the Board if he had found other insurance carriers and Mr. Helms stated yes but the Airport would still be required to carry additional policies due to the Aviation side of Airport Operations.

Mr. Githens asked how long has the Airport been with Ewing, Blackwelder and Duce and PGIT? Mr. Helms and other staff members answered, "since we have been employed with the Airport."

Chair Tucker asked that shopping insurance rates be added to the list of items to research for 2023-2024.

Ms. Pfeiffer stated that she thought it was a good idea as well and thinks that insurance carriers get complacent.

Mr. Helms gave the Board an Air Traffic Control Academy update. Mr. Helms stated that the last major instance is the DEO grant was denied due to hurricane Ian. The project has also subsequently been presented to FDOT and they have shown interest at 100% grant funding. The projected time for development is between 1-2 years and that the restaurant space located inside the terminal building is an option right now to repurpose for the academy with only minor renovations needed and the space could easily be converted back to a restaurant. Mr. Helms also stated that there will be two remote towers from Frequentis one at Bartow and one at the Winter Haven Airport. Mr. Sean Parker and the Winter Haven Attorney need to have a meeting regarding the contracts, amending a lease contracts. The curriculum for the academy is currently in Tallahassee for approval. Ms. Pfeiffer asked how many students there were in a class and Mr. Helms stated up to 32 per tower. Ms. Pfeiffer mentioned that

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she hated to lose the restaurant space. Mr. Adams asked about foot traffic to the restaurant since it has been closed and Mr. Helms stated not very much and explained that the Airport had ran an RFP with little success with only 1 submission. Mr. Adams asked about the possibility of food trucks and Mr. Helms stated that the Airport currently has a food truck every 3<sup>rd</sup> Thursday. Ms. Pfeiffer asked Mr. Helms when classes would start, and Mr. Helms stated that he was not sure and the vision for classes to begin last August was WCG's.

Under New Business-There is going to be construction on Hwy 17 at the entry road to the Airport. The road will be closed for a month to expedite the projects time, starting on January 17<sup>th</sup>, 2023, until mid-February. Gate road off of Hwy 17 closes at 6pm and the back gate off of Ben Durrance Road will be open 24 hours until project is complete.

RESOLUTION NO. 1262. Lease with Champion Home Builders, Inc., a Delaware Corporation, Building #100 (635 Cessna St.) for a Primary Term of Four (4) Years at \$1,500.00 Per Month. New Lease

Mr. Githens moved; Ms. Pfeiffer seconded to adopt Resolution No. 1262. All members voted yes; and the motion carried.

RESOLUTION NO. 1263. Grant Agreement FPN No. 439944-1-94-01, Contract No. G2F34, for Bartow Executive Airport T-Hangars

Ms. Pfeiffer moved; Mr. Githens seconded, to adopt Resolution No. 1263. All members voted yes; and the motion carried.

Mr. Githens asked what the split cost for the design portion of the new T-Hangar Grant and Mr. Helms answered it's an 80/20 split.

Ms. Pfeiffer asked about the hours of the air traffic control tower and Mr. Helms stated that the airport is short on staff after losing one of our controllers and had to cut the tower hours to accommodate safety with the 2 existing controllers. The airport has applications for the vacant position and will be starting the process of interviews soon.

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RESOLUTION NO. 1264. Grant Agreement FPN No. 450676-1-94-01, Contract No. G2765, To Increase State and Local Funding in Fiscal year 2023 in Accordance with the Procedure for Multi-Year/Phased Airport Projects.

Ms. Pfeiffer moved; Mr. Githens seconded to adopt Resolution No. 1264. All members voted yes; and the motion carried.

Mr. Helms explained that this is increased funds added to the Security Grant for 3 backup generators which will be the terminal building, the fuel farm and the tower which will also be an 80/20 split.

RESOLUTION NO. 1265. To Amend the Fiscal Year 2022-2023 Budget for AvGas Truck Engine Replacement; Fabricate and Replace Hangar Doors; Additional State Funding for Airport Security Project for Emergency Generators.

Mr. Githens moved; Mr. Adams seconded to adopt Resolution No. 1265. All members voted yes; and the motion carried.

There being nothing further to discuss Chair Tucker adjourned the meeting at 6:34 p.m.

**BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY**

BY:   
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CHAIRPERSON

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