

TRISH PFEIFFER, CHAIR
TANYA TUCKER, VICE-CHAIR
LAURA SIMPSON, SECRETARY
GARY BALL
LEO E. LONGWORTH
SEAN R. PARKER, ATTORNEY



**BARTOW AIRPORT AUTHORITY
REGULAR MEETING
BARTOW EXECUTIVE AIRPORT
MARCH 11, 2024
5:30 P.M.**

1. Roll Call
 - Introductions from the Gallery
2. Minutes of February 12, 2024
3. Consideration of Questions from the Floor, Petitions, Communications:
Public Comment:
 - 1) Matters not appearing on this agenda.
 - 2) Matters appearing on this agenda, but not scheduled for a separate public hearing
4. Executive Director-
 - 1.) Air Traffic Control Academy Update
 - 2.) Employee Handbook-Deferred from February 12, 2024 Meeting
 - 3.) February 2024 Financial Report
 - 4.) Consumer Price Index (CPI) Increase 3.4%
5. Airport Attorney-
6. Old Business-
7. New Business-

8. Resolutions-

RESOLUTION NO. 1285- A resolution adopting the Bartow Municipal Airport Development Authority Employee Handbook as Personnel Policies for All Employees at the Bartow Executive Airport.

RESOLUTION NO. 1289-Lease with Champion Retail Housing, Inc., A Delaware Corporation d/b/a Titan Factory Direct Homes, Land Area #180, (One acre) located off of Beechcraft Street, for a Primary Term of Thirty (30) Days, to Continue on a Month-to-Month Basis at \$500.00 Per Month. (New Lease)

9. Adjourn

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
FEBRUARY 12, 2024
BARTOW AIRPORT, 5:30 P.M.

Vice-Chair Pfeiffer called the meeting to order at 5:33 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, February 12, at Bartow Airport, Bartow, Florida. Airport Board members present were Vice-Chair Ms. Trish Pfeiffer, Ms. Tanya Tucker, Mr. Leo E. Longworth, Ms. Laura Simpson, and Mr. Gary Ball, the 2 new Commissioners/Airport Authority Board Members and Mr. Sean Parker Airport Attorney. Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Mr. Mel Parker and Ms. Michelle Mathews, Bartow Executive Airport, Ms. Tiffani Mangold of Purvis Gray and Mr. Mike Brynjulfson of Brynjulfson, CPA.

At the opening of the meeting, Ms. Tanya Tucker made a motion for Vice-Chair Ms. Trish Pfeiffer to finish the term until May 2024 as Chair.

Ms. Laurel Simpson seconded the original motion made by Ms. Tanya Tucker to elect Ms. Trish Pfeiffer as Chair.

Mr. Sean Parker recommended formalizing the Chair, Vice-Chair and Secretary “seats” until May 2024. However, it was determined that there will be no election this year so the appointees will hold their “seats” until the next election in May 2025.

All members voted yes, and motion carried.

Mr. Longworth made a motion to elect Ms. Tanya Tucker to Vice-Chair.

All members voted yes, and the motion carried.

Ms. Tucker made a motion to elect Ms. Laura Simpson as Secretary, and Mr. Gary Ball seconded.

All members voted yes, and the motion carried.

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Minutes of February 12, 2024

Chair Pfeiffer asked if there were any corrections or additions to the Minutes of November 13, 2023.

Ms. Tucker moved to approve the Minutes of November 13, 2023, as published. All Members voted yes, and the motion carried.

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

Chair Pfeiffer 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 opened the meeting by welcoming the two new Airport Authority Members, Ms. Laura Simpson and Mr. Greg Ball.

Mr. Helms then turned the meeting over to Ms. Tiffani Mangold, of Purvis Gray to present the 2022-2023 FY audit report to the Board.

Ms. Mangold reported to the Board that the Airport was in complete compliance; there were no findings or discrepancies from the prior year; the 2022-2023 FY audit report is clean; the new standards put in place in 2023 for Leases were in compliance; no disagreements with contracts or management; the audit reviewed the financial statements and there were no questions. Ms. Mangold stated that the management team and staff are really easy to work with and forthcoming with the requested information and always very helpful.

The Board thanked Ms. Mangold and Mr. Brynjulfson for their FY 2022-2023 audit report and Financial Statement.

Item #2 of the Executive Director's report needs to be deferred until the March 11, 2024, meeting. Reasons will be explained by Mr. Sean Parker, Airport Attorney, when reading the Resolutions.

Mr. Helms went over the Financial Statements for November 2023, December 2023, and January 2024. Mr. Helms answered questions from the Board.

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Minutes of February 12, 2024

Ms. Tucker made motion, Mr. Longworth seconded to accept the November 2023, December 2023 and January 2024 Financial Statements as they are published.

All members voted yes, and the motion carried.

Mr. Helms discussed with the Board that Semco Construction would like to enter into an MOA with the Airport to lease land at the site of the old terminal building to construct corporate hangars. Since the new entry road alignment is not finalized and affects the lease boundaries an MOA is being issued temporarily in place of a lease.

Mr. Longworth and Ms. Pfeiffer asked why the Airport didn't build them and Mr. Helms stated that the Airport doesn't have the resources.

Mr. Helms reviewed the Quarter 1 Report with the Board, realizing that the 2nd page (on the back of page one) hadn't been copied, Mr. Helms asked Ms. Mathews to make sure to get the 2nd page to the Board first thing the next morning. Mr. Helms answered any questions that the Board may have.

Mr. Helms explained that October, November, and December of 2023 were good months, financially, but, there had been a decline in January 2024, he really wouldn't know until the end of the 2nd quarter, if sales were trending lower.

Airport Attorney-Mr. Sean Parker stated that a motion needed to be made to the MOA with Semco Construction discussed in the Airport Directors Report item #4.

Mr. Ball made a motion, Ms. Simpson seconded to approve the MOA with Semco Construction for the construction of corporate hangars.

All members voted yes, and the motion carried.

Under Old Business- There was no Old Business.

Under New Business-There was no New Business.

Resolutions-

RESOLUTION NO. 1283- Lease with Lloyd's Auto Restorations, LLC, Building #338 (5379 Airport Blvd) for a Primary Term of Three (3) Years, at \$2,016.00 Per Month. (Lease Renewal)

Ms. Tucker moved, Mr. Longworth seconded to Adopt Resolution No. 1283. All members voted yes, and the motion carried.

RESOLUTION NO. 1284- Lease with Bartow Ford Company for Land Area #181, on a Month-to-Month Basis at \$500.00 per Month (New Lease)

Ms. Tucker moved, Mr. Longworth seconded to Adopt Resolution No. 1284. All members voted yes, and the motion carried.

RESOLUTION NO. 1285- A resolution adopting the Bartow Municipal Airport Development Authority Employee Handbook as Personnel Policies for All Employees at the Bartow Executive Airport.

RESOLUTION NO. 1285, Deferred until March 11, 2024, Airport Authority's meeting to make staff adjustment to the draft handbook and allow time for the new Commissioners to review.

RESOLUTION NO. 1286- Lease with Brightview Landscape Services, Inc., a Florida Corporation, Building #217 (795 Mooney Street) for a Primary Term of Two (2) Years with One (1), Two (2) Year Option at \$3,251.00 Per Month (Lease Renewal)

Ms. Tucker moved, Mr. Ball seconded to Adopt Resolution No. 1286. All Members voted yes, and the motion carried.

RESOLUTION NO. 1287-A Resolution of the Bartow Municipal Airport Development Authority to Amend the Fiscal Year 2023-2024 Budget.

Mr. Longworth moved, Ms. Tucker seconded to Adopt Resolution No. 1287. All members voted yes, and the motion carried.

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Minutes of February 12, 2024

RESOLUTION NO. 1288- A Resolution entering into a Construction Agreement with A & O Construction Company, Inc. to re-roof the 40'x100' metal roof at building #337 (5419 Airport Blvd.) in the amount of \$42,500.00.

Ms. Tanya moved, Mr. Ball seconded to Adopt Resolution No. 1288. All members voted yes, and the motion carried.

There being nothing further to discuss Chair Pfeiffer adjourned the meeting at 6:33 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____
CHAIRPERSON

ATTEST: _____
SECRETARY

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY
BUDGET TO ACTUAL FEBRUARY 2024

INCOME:	Airside	BFS	Landside	MTD Income	MTD Budget	YTD Income	YTD Budget	Approved Budget	Budget Amended	Total Budget	42% YTD
301 Buildings/ Land Rent	62,910	0	188,705	251,616	248,916	1,308,113	1,244,581	2,986,995		2,986,995	44%
302 Insurance Collected	1,918	0	12,012	13,930	36,377	77,516	181,884	436,522		436,522	18%
303 Grant Funding											
303.01 FDOT Funding	0	0	0	0	442,279	755,627	2,211,395	2,036,000	3,271,347	5,307,347	14%
303.02 FAA Funding	0	0	0	0	174,057	88,640	870,284	2,088,000	680	2,088,680	4%
305 Interest	0	0	18,142	18,142	12,877	94,076	64,383	154,518		154,518	61%
310 Property/Fire Tax	0	0	110	110	8,100	124,023	40,500	97,200		97,200	128%
320 Aviation/Jet Fuel	48,610	144,193	0	192,803	180,095	887,632	900,475	2,161,141		2,161,141	41%
321 Merchandise For Retail	0	826	0	826	833	4,728	4,167	10,000		10,000	47%
322 Aircraft Rental	0	35,948	0	35,948	25,392	179,635	126,959	304,702		304,702	59%
323 Flight Supplies	0	0	0	0	83	0	417	1,000		1,000	0%
324 Other/Miscellaneous	0	1,225	30	1,255	5,025	71,847	25,127	60,306		60,306	119%
326 Flight Instruction	0	11,108	0	11,108	8,257	67,144	41,285	99,084		99,084	68%
330 Projects Fund	0	0		0	57,980	0	289,901	596,000	99,762	695,762	0%
TOTAL INCOME	113,438	193,300	218,999	525,737	1,200,271	3,658,981	6,001,357	11,031,468	3,371,789	14,403,258	25%

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY
BUDGET TO ACTUAL FEBRUARY 2024

OPERATING EXPENSES:	BFS	Landside	MTD Expenses	MTD Budget	YTD Expense	YTD Budget	Approved Budget	Budget Amended	Total Budget	42% YTD	
400 Salaries & Wages											
400.01 Salaries/Wages	33,948	27,347	33,005	94,299	107,431	485,921	537,154	1,289,169	1,289,169	38%	
400.02 Overtime	1,069	861	1,039	2,968	2,165	19,480	10,827	25,984	25,984	75%	
401 Payroll Taxes	2,759	2,223	2,683	7,664	8,594	39,943	42,972	103,134	103,134	39%	
403 Deferred Compensation	1,548	1,247	1,505	4,299	6,446	22,571	32,229	77,350	77,350	29%	
404 Property/Fire Tax	0	0	0	0	9,815	132,625	49,073	117,775	117,775	113%	
406 Professional Services	100	0	0	100	2,667	6,662	13,333	32,000	32,000	21%	
407 Fuel/Oil/Lubricants	0	0	0	0	3,366	10,193	16,828	40,387	40,387	25%	
408 Office Supplies	0	294	269	563	542	2,977	2,708	6,500	6,500	46%	
409. Utilities											
409.01 Communications	342	267	267	876	1,138	4,435	5,688	13,650	13,650	32%	
409.02 Electric/Water	1,837	1,224	3,061	6,122	8,341	30,808	41,703	100,086	100,086	31%	
409.03 Solid Waste/Other	256	0	86	342	371	1,712	1,855	4,452	4,452	38%	
412 Insurance											
412.01 Insurance - Group	11,525	9,284	11,204	32,013	31,136	150,112	155,679	373,629	373,629	40%	
412.02 Insurance - Gen	0	0	0	0	72,320	257,820	361,601	937,843	-70,000	867,843	30%
414 Computer Equipment											
414.01 Hardware	80	165	0	245	250	3,081	1,250	3,000	3,000	103%	
414.02 Software	0	0	0	0	0	0	0	0	0	0%	
418 Uniforms	0	375	1,133	1,508	1,562	6,528	7,808	18,738	18,738	35%	
419 Maintenance/Repairs											
419.01 Vehicles/Equipment	954	0	85	1,039	3,283	18,467	16,413	39,390	39,390	47%	
419.02 Buildings/Grounds	1,662	3,186	226,357	231,205	8,122	745,008	40,611	97,466	97,466	764%	
419.03 IT Services	183	183	183	550	630	2,850	3,148	7,555	7,555	38%	
420 Aviation/Jet Fuel	45,100	95,389	0	140,489	148,964	656,665	595,857	1,787,570	1,787,570	37%	

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY
BUDGET TO ACTUAL FEBRUARY 2024

	Airside	BFS	Landside	MTD Expenses	MTD Budget	YTD Expense	YTD Budget	Approved Budget	Budget Amended	Total Budget	42% YTD
421 Merchandise For Retail	0	646	0	646	831	3,894	4,155	9,971		9,971	39%
422 Flight Instruction	0	8,232	0	8,232	5,840	49,342	29,199	70,078		70,078	70%
423 Flight Supplies	0	16	0	16	67	341	333	800		800	43%
424 Dues & Subscriptions	96	136	166	399	2,711	9,533	13,555	32,531		32,531	29%
425 Advertise/Promo/Travel											
425.01 Advertising/Promo	0	446	0	446	2,727	26,340	13,635	32,725		32,725	80%
425.02 Travel/Per Diem	0	0	100	100	321	189	1,603	3,848		3,848	5%
426 Flying Service Aircraft											
426.01 Aviation Fuel	0	6,559	0	6,559	7,239	36,396	36,196	86,870		86,870	42%
426.02 Aircraft Insurance	0	0	0	0	8,295	95,112	41,474	99,538		99,538	96%
426.03 Aircraft Repair/Maint	0	11,594	0	11,594	8,065	51,138	40,325	96,780		96,780	53%
429 Attorney	0	0	0	0	1,250	499	6,250	15,000		15,000	3%
430 Contract Services	3,982	654	4,000	8,637	24,595	129,128	122,975	295,140		295,140	44%
432 Educ/Train/Staff Dev	50	0	0	50	884	1,157	4,419	10,605		10,605	11%
433 Audit	917	917	917	2,750	3,367	13,730	16,836	40,406		40,406	34%
434 Operating Supplies	142	569	410	1,121	1,685	6,552	8,427	20,224		20,224	32%
435 Merchant Services	1,245	4,288	0	5,533	5,765	24,847	28,823	69,174		69,174	36%
439 Real Estate Brokerage	0	0	0	0	0	0	0	0		0	0%
440 Projects Fund	0	0	0	0	0	0	0	0		0	0%
450 Other/Miscellaneous	0	0	0	0	500	0	2,500	6,000		6,000	0%
TOTAL OPERATING	107,794	176,101	286,470	570,365	491,281	3,046,058	2,307,439	5,965,369	-70,000	5,895,369	52%
411 Capital Improvements											
411.01 Equipment	66,741	0	66,741	133,482	173,594	346,317	867,971	216,100	1,867,029	2,083,129	17%
411.02 Building	6,826	0	42,500	49,326	323,730	110,436	1,618,650	2,310,000	1,574,760	3,884,760	3%
411.03 Other	3,215	0	3,215	6,429	211,667	10,602	1,058,333	2,540,000		2,540,000	0%
TOTAL CAPITAL	76,782	0	112,455	189,237	708,991	467,355	3,544,954	5,066,100	3,441,789	8,507,889	5%
NET INCOME	-71,137	17,198	-179,926	-233,866	0	145,568	148,964	0	0	0	

Bartow Executive Airport
Balance Sheet
As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash	122.98
103.1 · MONEY MARKET ACCT - CBT	
103.11 · OPEB MONEY MARKET	808,535.02
103.1 · MONEY MARKET ACCT - CBT - Other	2,960,003.31
Total 103.1 · MONEY MARKET ACCT - CBT	3,768,538.33
103.2 · OPERATING ACCT - CBT	879,900.83
107 · Certificates of Deposit	132,126.13
Total Checking/Savings	4,780,688.27
Accounts Receivable	71,160.00
Other Current Assets	177,272.55
Total Current Assets	5,029,120.82
Fixed Assets	17,857,413.97
Other Assets	
111.999 · Leases Receivable - Noncurrent	11,445,946.16
113 · DUE FROM FDOT	703,897.65
113.001 · DUE FROM FAA	90,889.79
Total Other Assets	12,240,733.60
TOTAL ASSETS	35,127,268.39
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	73,444.07
Other Current Liabilities	211,450.18
Total Current Liabilities	284,894.25
Long Term Liabilities	
235.000 · Post Employe Benefits Payable	986,911.00
287 · Accumulated Compensation Absenc	168,108.00
290.000 · Deferred Inflows - Leases	10,976,826.10
Total Long Term Liabilities	12,131,845.10
Total Liabilities	12,416,739.35
Equity	22,710,529.04
TOTAL LIABILITIES & EQUITY	35,127,268.39

AIRPORT AUTHORITY RESOLUTION NO. 1285

A RESOLUTION ADOPTING THE BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY EMPLOYEE HANDBOOK AS PERSONNEL POLICIES FOR ALL EMPLOYEES AT THE BARTOW EXECUTIVE AIRPORT

WHEREAS, Section 2-87 of the Code of Ordinances of the City of Bartow authorizes the Bartow Municipal Airport Development Authority to adopt by resolution personnel and other policies for the operation for the Bartow Municipal Airport, and

WHEREAS, the Bartow Municipal Airport Development Authority wishes to adopt by resolution personnel and other policies for the operation of the Bartow Municipal Airport,

NOW, THEREFORE, BE IT RESOLVED BY THE BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY:

- 1.) That the Bartow Airport Authority hereby adopts all provisions of the Employee Handbook, a copy of which is hereto attached.
- 2.) That the Bartow Airport Authority reserves the right to amend the same from time to time by resolution.
- 3.) Said Employee handbook and all amendments thereto shall be compiled in the policy handbook of the Bartow Airport Authority which shall be held in the custody of the Executive Director and shall be open for public inspection.

PASSED ON: _____

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____
CHAIRPERSON

ATTEST: _____
SECRETARY

Approved as to correctness and form:

Airport Attorney

Approved as to Substance:

Executive Director

LEASE WITH CHAMPION RETAIL HOUSING, INC., A DELAWARE CORPORATION D/B/A TITAN FACTORY DIRECT HOMES, LAND AREA #180 (ONE ACRE) LOCATED OFF OF BEEHCRAFT STREET, FOR A PRIMARY TERM OF THIRTY DAYS TO CONTINUE ON A MONTH-TO-MONTH BASIS AT \$500.00 PER MONTH (NEW LEASE)

RESOLUTION NO. 1289

WHEREAS, the City of Bartow, Florida has heretofore leased the real property located in Polk County, Florida to the Bartow Municipal Airport Development Authority, (hereinafter called the Authority) a public instrumentality authorized by Chapter ordinance No. 776-A.

WHEREAS the said lease granted to the Authority the power to enter into lease agreements for property located at the Bartow Municipal Airport, and

WHEREAS CHAMPION RETAIL HOUSING, INC., A DELWARE CORPORATION D/B/A TITAN FACTORY DIRECT HOMES

Desires to lease certain property located at the Bartow Municipal Airport,

NOW, THEREFORE, BE IT RESOLVED BY THE BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY:

1. That the appropriate officials of the Authority are hereby authorized and directed to affix their hands and seals to this instrument substantially in the form of the Sublease Agreement, attached as Schedule "A" and incorporated herein by reference.

LAND AREA #180 (ONE ACRE) LOCATED AT THE BARTOW MUNICIPAL AIRPORT, BARTOW, POLK COUNTY, FLORIDA

PASSED ON: _____

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____
Chairperson

ATTEST: _____
Secretary

Approved as to correctness and form:

Airport Attorney

Approved as to Substance:

Executive Director