

TANYA TUCKER, CHAIR
NICK ADAMS, VICE-CHAIR
TRISH PFEIFFER, SECRETARY
STEVE GITHENS
LEO E. LONGWORTH
SEAN R. PARKER, ATTORNEY



**BARTOW AIRPORT AUTHORITY
REGULAR MEETING
BARTOW EXECUTIVE AIRPORT
APRIL 10, 2023
5:30 P.M.**

1. Roll Call
Introductions from the Gallery
2. Minutes of March 13, 2023
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) Master Plan Update-ESA
 - 2) March 2023 Financial Statement
 - 3) Addendum to Change Vesta Industrial Contractors, Inc., Bldg. 323, Expiration Date from January 31, 2024, with/One (1) Year Option to Expire January 31, 2027, w/One (1) Year Option
5. Airport Attorney-
6. Old Business-
7. New Business-

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8. Resolutions-

RESOLUTION NO. 1267. FDOT GRANT AGREEMENT FN#452131-1-94-01, CONTRACT NO. G2H85. *BARTOW EXECUTIVE AIRPORT VIRTUAL AIR TRAFFIC CONTROL TOWER.*

RESOLUTION NO. 1268. LEASE WITH COMPOTITE HOLDINGS, LLC, BUILDING #230, (5355 Airport Blvd.) FOR A PRIMARY TERM OF ONE (1) YEAR WITH THREE (3), ONE (1) YEAR OPTIONS AT \$3,750.00.00 PER MONTH. NEW LEASE

9. Adjourn

MINUTES
BARTOW AIRPORT AUTHORITY
REGULAR MEETING
MARCH 13, 2023
BARTOW AIRPORT, 5:30 P.M.

Chair Tucker called the meeting to order at 5:37 p.m.

The Bartow Municipal Airport Development Authority held its regular meeting on Monday, March 13, 2023, at Bartow Airport, Bartow, Florida. Airport Board members present were Chair Ms. Tanya Tucker, Ms. Trish Pfeiffer, Mr. Leo E. Longworth, Mr. Steve Githens, and Mr. Sean Parker, Airport Attorney. Mr. John Helms, Airport Executive Director, Mr. Terry Beacham, Ms. Michelle Mathews, and Mr. Mel Parker, Bartow Executive Airport. Mr. Gerald Cochran, Bartow City Commission Candidate. Mr. Nick Adams was excused absent.

Chair Tucker asked if there were any corrections or additions to the Minutes of February 13, 2023, Regular Meeting.

Mr. Githens moved, Ms. Pfeiffer seconded to approve the Minutes of March 13, 2023, 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.

Mr. Gerald Cochran stood to address the Board. Mr. Cochran asked about the rail cars that are on the airport and if they contain hazardous material. Mr. Helms stated that even though some of the rail cars on the airport have “hazardous material” tags on them, when they are on the airport, they are empty.

Mr. Cochran also inquired about the airport grove. His concern is that the grove was being contaminated by one of the airport’s industrial park tenants. Mr. Helms stated that to his knowledge no harmful gases are being released and they are regulated by the DEP. Mr. Helms informed the Board and Mr. Cochran that the grove is being “pushed over” due to greening. Mr. Cochran stated his concern about sections of the chain link fence that have been replaced over time and felt it was due to

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Minutes of March 13, 2023

contamination. Mr. Helms stated that fence replacements have occurred as a result of traffic accidents causing cars to come through the fence off of Hwy 17.

Ms. Pfeiffer thanked Mr. Cochran for his concerns and said that the stated issues would be looked into.

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 reported to the Board that the Consumer Price Index ending December 31, 2022, was 6.3%. Mr. Helms stated that the markets seemed to be leveling out and has concerns about increasing rental rates by 6.3% after just adopting the 7% increase from CPI from the prior year. Mr. Helms recommended to the Board that no increase would be incurred by the hangar tenants as the hangars are competitive for the area and since fuel sales are down, he has a concern that raising the rental rates for the hangar tenants may just discourage them even more from purchasing fuel and flying. Mr. Helms also stated his concern that a 6.3% increase for the Industrial Park tenants could jeopardize their being able to remain in the Industrial Park. Mr. Helms suggested that a 3.5% rental rate increase for the Industrial Park tenants would be more feasible at this time.

Mr. Longworth moved, Ms. Pfeiffer seconded to a 3.5% rental increase for the Industrial Park tenants and no increase for the hangar tenants. All members voted yes, and the motion carried.

Mr. Helms then reviewed the February 2023 Financial Statement with the Board and answered questions. Mr. Helms stated that the Airport is tracking very well, and we are meeting expectations for this time of year, however, some numbers are still high due to ongoing repairs from hurricane damage. When all the hurricane repairs are complete Mr. Helms informed the Board that he will bring before them the budget amendments.

Mr. Longworth asked if the Consumer Price Index (CPI) was calculated in the budget. Mr. Helms answered that the budget was planned/presented with a 4% increase and the actual increase was 7% and that CPI increases are billed in arrears.

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Mr. Longworth asked if the Florida League of Cities had been contacted for a quote on insurance for the upcoming year and Mr. Helms answered yes that the Florida League of Cities could write the General Liability for the airport but not the Aviation side of insurance.

Mr. Parker stated that at the last PRM meeting it was recommended at this time to wait a year before going out for any RFP quotes on insurance.

Airport Attorney- Had nothing new to report.

Under Old Business- Ms. Pfeiffer asked Mr. Helms for an update on the Air Traffic Academy. Mr. Helms stated that the DEO had backed out of funding due to Hurricane Ian. The FDOT has increased the amount of their grant for temporary renovations to the restaurant for the academy. Mr. Helms also stated that Representative Killebrew and Senator Albritton are working closely with him to secure funds for the renovations on Building #405 for the use of the academy.

Winter Haven Airport has already received part of their funding for their tower.

Ms. Pfeiffer asked Mr. Helms to please send her the appropriate information so she can take it with her to Tallahassee.

Under New Business-There was no New Business.

There were no Resolutions.

There being nothing further to discuss Chair Tucker adjourned the meeting at 6:05 p.m.

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BY: _____
CHAIRPERSON

ATTEST: _____
SECRETARY

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BUDGET TO ACTUAL MARCH 2023

INCOME:	Airside	BFS	Landside	MTD Income	MTD Budget	YTD Income	YTD Budget	Approved Budget	Budget Amended	Total Budget	50% YTD
301 Buildings/ Land Rent	62,490	0	167,471	229,961	208,917	1,339,990	1,253,500	2,507,000		2,507,000	53%
302 Insurance Collected	1,642	0	11,151	12,793	16,306	75,813	97,834	195,667		195,667	39%
303 Grant Funding											
303.01 FDOT Funding	0	0	0	0	47,973	9,698	287,840	130,753	444,926	575,679	2%
303.02 FAA Funding	0	0	0	0	46,185	164,689	277,108	193,550	360,667	554,217	30%
305 Interest	0	0	16,995	16,995	4,428	68,436	26,568	23,136	30,000	53,136	129%
310 Property/Fire Tax	0	0	91	91	8,100	94,132	48,600	97,200		97,200	97%
320 Aviation/Jet Fuel	43,127	192,108	0	235,235	180,095	1,116,993	1,080,571	2,161,141		2,161,141	52%
321 Merchandise For Retail	0	1,197	0	1,197	833	5,469	5,000	10,000		10,000	55%
322 Aircraft Rental	0	40,681	0	40,681	25,392	216,014	152,351	304,702		304,702	71%
323 Flight Supplies	0	0	0	0	83	0	500	1,000		1,000	0%
324 Other/Miscellaneous	1,169	5,420	0	6,590	2,924	1,228,626	17,546	35,092		35,092	3501%
326 Flight Instruction	0	16,630	0	16,630	8,257	69,539	49,542	99,083		99,083	70%
330 Projects Fund	0	0		0	16,648	0	99,888	17,967	181,809	199,776	0%
TOTAL INCOME	108,429	256,035	195,708	560,171	566,141	4,389,399	3,396,846	5,776,291	1,017,402	6,793,693	65%

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BUDGET TO ACTUAL MARCH 2023

OPERATING EXPENSES:	Airside	BFS	Landside	MTD Expenses	MTD Budget	YTD Expense	YTD Budget	Approved Budget	Budget Amended	Total Budget	50% YTD
400 Salaries & Wages											
400.01 Salaries/Wages	36,911	29,734	35,886	102,532	103,271	563,905	619,626	1,190,894	48,359	1,239,253	46%
400.02 Overtime	1,028	828	999	2,855	2,132	1,111	12,793	23,268	2,318	25,586	4%
401 Payroll Taxes	3,071	2,474	2,986	8,530	8,001	46,172	48,005	91,837	4,172	96,009	48%
403 Deferred Compensation	2,042	1,645	1,985	5,671	5,361	29,877	32,168	62,018	2,318	64,336	46%
404 Property/Fire Tax	0	0	0	0	9,815	103,154	58,888	117,775		117,775	88%
406 Professional Services	0	0	0	0	1,000	368	6,000	12,000		12,000	3%
407 Fuel/Oil/Lubricants	0	0	3,408	3,408	3,366	15,036	20,193	40,386		40,386	37%
408 Office Supplies	0	28	28	57	476	4,058	2,855	5,709		5,709	71%
409. Utilities											
409.01 Communications	596	264	264	1,124	1,096	5,593	6,579	13,157		13,157	43%
409.02 Electric/Water	1,448	2,172	3,620	7,240	8,382	48,916	50,291	100,581		100,581	49%
409.03 Solid Waste/Other	256	0	86	342	390	2,169	2,338	4,675		4,675	46%
412 Insurance											
412.01 Insurance - Group	9,627	7,755	9,359	26,741	30,686	179,503	184,113	383,637	-15,411	368,226	49%
412.02 Insurance - Gen	0	0	0	0	37,859	437,358	227,153	454,305		454,305	96%
414 Computer Equipment											
414.01 Hardware	0	175	175	349	0	928	0	0		0	0%
414.02 Software	0	0	0	0	0	0	0	0		0	0%
418 Uniforms	0	-70	955	885	1,130	8,609	6,782	13,564		13,564	63%
419 Maintenance/Repairs											
419.01 Vehicles/Equipment	0	0	0	0	3,349	19,578	20,095	40,189		40,189	49%
419.02 Buildings/Grounds	1,236	0	44,597	45,833	7,399	176,080	44,394	88,787		88,787	198%
419.03 IT Services	183	183	183	550	536	3,743	3,213	6,426		6,426	58%
420 Aviation/Jet Fuel	39,305	129,208	0	168,513	148,964	836,708	893,785	1,787,570		1,787,570	47%

BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY

BUDGET TO ACTUAL MARCH 2023

	Airside	BFS	Landside	MTD Expenses	MTD Budget	YTD Expense	YTD Budget	Approved Budget	Budget Amended	Total Budget	50% YTD
421 Merchandise For Retail	0	941	0	941	750	4,742	4,500	9,000		9,000	53%
422 Flight Instruction	0	15,442	0	15,442	5,840	51,250	35,039	70,078		70,078	73%
423 Flight Supplies	0	43	0	43	67	970	400	800		800	121%
424 Dues & Subscriptions	10	1,491	136	1,637	2,504	10,619	15,021	30,042		30,042	35%
425 Advertise/Promo/Travel											
425.01 Advertising/Promo	0	500	0	500	890	4,667	5,340	10,679		10,679	44%
425.02 Travel/Per Diem	0	0	0	0	308	96	1,850	3,700		3,700	3%
426 Flying Service Aircraft											
426.01 Aviation Fuel	0	8,578	0	8,578	7,239	45,436	43,435	86,870		86,870	52%
426.02 Aircraft Insurance	0	0	0	0	7,406	88,151	44,437	88,873		88,873	99%
426.03 Aircraft Repair/Maint	0	13,596	0	13,596	8,065	47,508	48,390	96,780		96,780	49%
429 Attorney	0	0	0	0	1,250	5,596	7,500	15,000		15,000	37%
430 Contract Services	7,802	884	7,657	16,342	20,666	134,745	123,995	247,989		247,989	54%
432 Educ/Train/Staff Dev	938	187	148	1,274	776	3,597	4,658	9,315		9,315	39%
433 Audit	0	0	0	0	3,346	24,767	20,077	40,153		40,153	62%
434 Operating Supplies	284	787	93	1,165	1,543	8,818	9,255	18,510		18,510	48%
435 Merchant Services	1,177	5,563	0	6,740	5,197	32,564	31,184	62,367		62,367	52%
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	300	1,075	1,375	500	3,050	3,000	6000		6,000	51%
TOTAL OPERATING	105,913	222,708	113,641	442,261	439,558	2,949,443	2,637,345	5,232,934	41,756	5,274,690	56%
411 Capital Improvements											
411.01 Equipment	412	7,000	412	7,825	31,863	49,357	191,179	68,300	314,057	382,357	13%
411.02 Building	9,333	0	0	9,333	58,710	52,877	352,260	220,000	484,520	704,520	8%
411.03 Other	11,921	0	11,921	23,843	36,010	86,845	216,063	255,057	177,068	432,125	20%
TOTAL CAPITAL	21,667	7,000	12,334	41,001	126,584	189,078	759,501	543,357	975,646	1,519,003	12%
NET INCOME	-19,151	26,328	69,733	76,910	0	1,250,877	0	0	0	0	

Bartow Executive Airport
Balance Sheet
As of March 31, 2023

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash	127.54
103.1 · MONEY MARKET ACCT - CBT	3,916,956.78
103.2 · OPERATING ACCT - CBT	1,306,703.41
107 · Certificates of Deposit	130,745.18
Total Checking/Savings	5,354,532.91
Accounts Receivable	
111 · Accounts Receivable	-29,156.43
Total Accounts Receivable	-29,156.43
Other Current Assets	206,932.01
Total Current Assets	5,532,308.49
Fixed Assets	17,325,416.21
Other Assets	
111.999 · Leases Receivable - Noncurrent	12,923,021.73
113 · DUE FROM FDOT	6,089.51
113.001 · DUE FROM FAA	78,450.52
Total Other Assets	13,007,561.76
TOTAL ASSETS	35,865,286.46
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	100,804.89
Other Current Liabilities	161,248.65
Total Current Liabilities	262,053.54
Long Term Liabilities	
235.000 · Post Employe Benefits Payable	1,569,052.00
287 · Accumulated Compensation Absenc	147,009.12
290.000 · Deferred Inflows - Leases	12,784,125.72
Total Long Term Liabilities	14,500,186.84
Total Liabilities	14,762,240.38
Equity	21,103,046.08
TOTAL LIABILITIES & EQUITY	35,865,286.46



Bartow Executive Airport and Industrial Complex

March 27, 2023

**ADDENDUM TO SUBLEASE AGREEMENT
BETWEEN BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY
AND VESTA INDUSTRIAL CONTRACTORS, INC.
EXTENDING EXPIRATION DATE ON
SUBLEASE AGREEMENT DATED FEBRUARY 1, 2020
EFFECTIVE APRIL 1, 2023**

This Addendum will be attached to the Sublease Agreement for Building #323 (801 Piper Street) dated February 1, 2020, extending the original Sublease Agreement expiration date to now expire on January 31, 2027, with One (1) Year Option.


This Sublease Agreement shall be subject to all other terms and conditions of the aforementioned Sublease Agreement dated February 1, 2020.

The Bartow Municipal Airport Development Authority, at their meeting held Monday, April 10, 2023, approved this Addendum.


John Helms
Executive Director

Sean R. Parker
Airport Attorney

The Tenant does hereby acknowledge and approves this Addendum to the Sublease Agreement for Building #323 (801 Piper Street) dated February 1, 2020.



David Killion
~~Corporate Secretary~~
Corp. Secretary
Vesta Industrial Contractors, Inc.



Witness Name: Marisa Portney
Dated: 4/5/23