

**Sebring Airport Authority
Board Meeting Agenda
February 18, 2021**

1:00 p.m.

**Hendricks Field
Sebring Airside Center**

1. OPENING ITEMS

- a) **Call to Order**
- b) **Invocation**
- c) **Roll Call**
- d) **Announcements**

Upcoming Meetings & Events

<u>Date</u>	<u>Time</u>	<u>Meeting/Event</u>	<u>Location</u>
03/18/2021	1:00pm	SAA/CRA Board Meeting	Hendricks Field Center
03/17/2021	11:00am	12 Hours of Sebring Races	Raceway

Interested persons may attend that meeting by calling 754-837-9893 and entering the following conference code 148-135-115#.

2. CONSENT AGENDA

- a) Approve January 2021 Minutes
- b) Approve January 2021 Invoices
- c) Resolution #21-02 Designee Public Records
- d) AirBoss, Inc. Contract – 2021 Races ACT Services
- e) Sebring Custom Tanning Amendment

3. MISCELLANEOUS

4. ACTION ITEMS

CONTINGENT ACTION ITEMS

5. EXECUTIVE DIRECTOR MONTHLY SUMMARY

- FBO Report – Jason Ali

6. BOARD OF DIRECTORS' BUSINESS

Ethics Training
Board Nominations

7. CONCERNS OF THE PUBLIC

8. ADJOURNMENT

If a person decides to appeal any decision made by the Board at any meeting or hearing, he will need a verbatim record of the proceedings. The record must include the testimony and evidence upon which the appeal is to be based. Sebring Airport Authority also gives notice that the Chairman is authorized to cancel or postpone any scheduled meeting or hearing by directing the Executive Director to so inform all Board members and any other interested parties and the press. Sebring Airport Authority does not discriminate upon the basis of any individual's disability status. This non-discriminatory policy involves every aspect of the Board's functions, including one's access to, participation in, employment of, or treatment in its programs or activities. Anyone requiring reasonable accommodations as provided for in the Americans with Disabilities Act should contact Beverly K. Glarner, Sebring Airport Authority at 863-314-1301.

Note: Additional staff items may be interested if the come in after the agenda deadline.

**SEBRING AIRPORT AUTHORITY
BOARD MEETING
January 21, 2021**

The Sebring Airport Authority Board of Directors held a scheduled Board Meeting on January 21, 2021 at 1:00 p.m. in person and by telephone-technology conference call. A quorum was met with the following in attendance:

Craig Johnson	-	Chairman
Pete McDevitt	-	Vice Chairman
Mark Andrews	-	Secretary
Carl Cool	-	Asst Secretary
Stanley Wells	-	Board Member
Sidney Valentine	-	Board Member

Also

Mike Willingham	-	Executive Director
Beverly Glarner	-	Executive Assistant
Colleen Polonsky	-	Director of Finance
Bob Swaine	-	Swaine and Harris
Jason Ali	-	Sebring Airport Authority
Eldy Gall	-	Spring Lake Improvement Assoc
Mike Miller	-	World Fuel
Craig Sucich	-	Avcon
Kevin McCauley	-	Atkins

1. OPENING ITEMS

- A.** Meeting was called to order at 1:00 p.m.
- B.** The Invocation and Pledge were led by Bob Swaine.
- C. Roll Call**
Stanley Wells, Mark Andrews, Pete McDevitt, Sid Valentine were in person Craig Johnson, and Carl Cool were telephonically present for the meeting. Terrill Morris was absent. Chairman asked if anyone wanted to be identified as a caller
- D. Announcements**
Interested person may attend SAA/CRA Board Meeting by calling 754-837-9893 and entering conference code 148-135-115#.

2. **CONSENT AGENDA**

Approve the Consent Agenda:

There was a motion by Carl Cool to approve the amended Consent Agenda and a second by Sid Valentine. The motion was passed with aye votes by Wells, McDevitt, Cool, Valentine, and Andrews. Johnson abstained.

3. **MISCELLANEOUS**

4. **ACTION ITEMS**

Mike Willingham asked the Chairman to remove Item A and Item D from the Action Items.

B. Avcon Contract – Resident Project Representative Services, (RPR) Rail Project

Mike Willingham presented this item. Pete McDevitt made a motion to approve with a second to the motion by Mark Andrews. The motion passed with aye votes from McDevitt, Andrews, Cool, Valentine, Wells, and Johnson.

C. Atkins Contract – Atkins Contract -Construction Phase Services, Rail Project

Mike Willingham presented this item. Sid Valentine made a motion to approve with a second to the motion by Stanley Wells. The motion passed with aye votes from McDevitt, Andrews, Cool, Valentine, Wells, and Johnson.

E. Resolution 21-01 Approving Budget Amendment S21-01

Colleen Plonsky presented this item. Carl Cool made a motion to approve with a second to the motion by Pete McDevitt. The motion passed with aye votes from McDevitt, Andrews, Cool, Valentine, Wells, and Johnson.

5. **DIRECTOR REPORT**

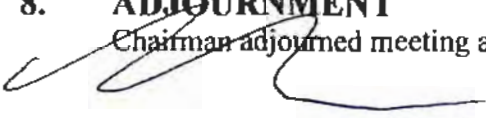
Executive Director Mike Willingham gave his report and Jason Ali spoke about the Range/FBO activities.

6. **BOARD OF DIRECTOR'S BUSINESS**

7. **CONCERNS OF THE PUBLIC**

8. **ADJOURNMENT**

Chairman adjourned meeting at 1:12pm.


Mike Willingham, Executive Director

2-18-21
Approved by Board

Invoices Paid In January 2021 Presented In February 2021 Board Meeting

DATE	SAA/FBO - PAID INVOICES	AMOUNT	DESCRIPTION
01/04/21	Ascent - World Fuel	\$24,233.57	FBO: 100LL AvGas Fuel at Sebring
01/05/21	Central Security & Electronics, Inc.	\$210.00	SAA: Six Months Fire Alarm System Monitoring Jan 2021 - June 2021
01/05/21	Cintas	\$452.99	SAA/FBO: Bi-Weekly Service; Logo Mats, Scraper Mats, Air Freshener/Disp, Soap/Disp, GermX/Disp; FBO Uniforms for All Four Employees
01/05/21	Guardian CRM, Inc.	\$687.50	SAA: May 2019 Technical Assistance for Miscellaneous Grant Administration Services - Invoice was Never Received
01/05/21	Leaf Capital Funding, LLC	\$376.71	SAA/FBO: Lease of Copy Machines - Jan 2021
01/05/21	Lauren A. Moore	\$1,100.00	SAA: Temporary Personal Dec 2020
01/05/21	Paul's Plantscapes	\$270.00	SAA/FBO: November 2020 Plant Service
01/05/21	Rapid Systems	\$495.00	SAA: Monthly Internet Service
01/05/21	Sandra Sodic	\$152.85	FBO: Travel Reimbursement for Mileage
01/05/21	TechHouse:Intergrated	\$125.00	SAA: General IT Support; Issues with Teams
01/05/21	Luis A. Pratts	\$241.50	FBO: Travel Reimbursement for Mileage to APBR
01/06/21	Ascent - World Fuel	\$15,174.92	FBO: Jet-A Fuel at Sebring
01/11/21	Ascent - World Fuel	\$46.00	FBO: Jan 2021 VX520 Comm Fee & Warranty Credit Cards
01/12/21	Aquatic Weed Control, Inc.	\$3,859.00	SAA: Bi-Monthly Waterway Weed Control (Runway, Hancor Storage, Bldg 60, Fence line, Ponds/Ditch, Rail , Taxiing Main Apron, Runway 22 & 2 Ditches)
01/12/21	Cintas	\$86.46	SAA/FBO: Air Freshener Service; Weekly FBO Uniforms
01/12/21	Clifton Larson Allen	\$6,250.00	SAA: Progress Billing for 2019-2020 Audit Charges
01/12/21	DBT Transportation Services	\$655.00	SAA: AWOS Cell Modem Equipment Upgrade - NADIN
01/12/21	Pitney Bowes Global Financial	\$179.43	SAA: Quarterly Lease Postage Payment
01/12/21	Rapid Systems	\$104.99	SAA: Jan 2021 Internet Service - Ex. Assistant Home Office
01/12/21	Total Administrative Services	\$539.29	SAA: 2021 Annual Renewal Fee & Quarterly Administration Fees 01.01.2021 - 03.31.2021 TASC
01/12/21	TechHouse:Intergrated	\$350.00	SAA: General IT Support; Issues with Printers, Malware and Remote Access Login
01/12/21	Gibson Aviation Services, Inc.	\$3,830.24	FBO: Replace Blackmear Pump on AvGas Truck and W/D Valve on Jet-A Truck
01/19/21	Big Messages LLC	\$152.00	SAA: After Hours Telephone Answering Service - Jan 2021
01/19/21	Department of Management Services	\$298.96	SAA/FBO: Nov 2020 Audio, Long Distance & Local Service
01/19/21	Florida Customs Brokers & Forwarders Assoc.	\$450.00	SAA: 2021 Renewal for Associate Annual Membership Dues
01/19/21	Lauren A. Moore	\$720.00	SAA: Temporary Personal January 2021
01/19/21	The News Sun	\$62.18	SAA: Notice of Special Board Meeting Date
01/19/21	Spring Lake Property Association	\$90.00	SAA: 2021 Spring Lake Property Dues
01/19/21	TechHouse:Intergrated	\$77.50	SAA: General IT Issues; Gmail Issue
01/21/21	Johnson Controls, Inc.	\$101,842.33	SAA: Terminal Building HVAC Improvements (RFP Response)
01/26/21	Big Messages LLC	\$152.00	SAA: After Hours Telephone Answering Service - Feb 2021
01/26/21	C & C Plumbing, Inc.	\$154.50	SAA: Repaired Commercial Toilet at Tecnam
01/26/21	Federal Express Corporation	\$14.18	SAA: Express Shipping
01/26/21	Leaf Capital Funding, LLC	\$554.26	SAA/FBO: Lease of Copy Machines Feb 2021, 2020 Property Tax, Insurance
01/26/21	The News Sun	\$199.00	SAA: Full Page Color Advertisement in 2021 Highlands County Business Directory
01/26/21	Gibson Aviation Services, Inc.	\$2,315.30	FBO: AvGas & Jet-A Fuel Farm Front Hoses at Sebring; APBR Jet-A Fuel Truck (5000-2) Single Point Hose
01/26/21	Gibson Aviation Services, Inc.	\$680.00	FBO: Service Call for AvGas Tank at Fuel Farm at KSEF; Leak on Pump, Replaced Gasket on Pipe and Filter Vessel
01/26/21	Gibson Aviation Services, Inc.	\$1,667.60	FBO: Service Call for AvGas Tank at Fuel Farm at KSEF; Replaced Meter

TOTAL PAID INVOICES: \$168,850.26

January 2021 P-Cards

Purchase Date	Vendor Name	Amount	Description
1/4/2021	HARBOR FREIGHT TOOLS 538	\$7.29	SAA: 1/4 Inch Heavy Duty Rivets for Repairing T-Hangar Panels
1/4/2021	OFFICE DEPOT #2362	\$61.45	FBO: Hand Sanitizer for Staff Use; Classification Folders for FBO Record Organization
1/4/2021	SHELL OIL 57542517701	\$20.81	FBO: Fuel for Courtesy Town Car
1/4/2021	WM SUPERCENTER #666	\$9.74	SAA: Stationary Cards
1/5/2021	ALL ABOUT LAWNS	\$59.95	SAA: Mechanical Sprayer for Weed and Bug Control
1/5/2021	Amazon.com 6R6EC5213	\$30.30	SAA: Heavy Duty Hand Riveter for Repairing T-Hangar Panels
1/5/2021	WING AERO PRODUCTS	\$103.62	FBO: Products for Resale to FBO Customers
1/6/2021	APEX OFFICE PRODUCTS INC	\$207.19	SAA: Copy Paper, Divider Tabs 3", Postage Ink Cartridge, Correction Tape
1/7/2021	DISH NETWORK-ONE TIME	\$115.73	FBO: Monthly Satellite Service for Pilot's Lounge - Jan 2021
1/7/2021	IN EBRIDGE, INC	\$175.00	SAA: Monthly Fee for Record Retention
1/7/2021	REPUBLIC SERVICES TRASH	\$202.14	SAA/FBO: Monthly Recycling Service - Jan 2021
1/7/2021	WAL-MART #0666	\$32.42	SAA: Floor Heater Accounting Office
1/7/2021	WCI SEBRING HAULING	\$470.00	SAA/FBO: Monthly Waste Collection - Jan 2021
1/8/2021	MARATHON PETRO242701	\$68.00	SAA: Fuel for Maintenance Truck
1/8/2021	SOURCE NORTH AMERICA	\$156.22	FBO: 202F Series Break Links and Break Pins for Emergency Vents
1/10/2021	ADOBE ACROPRO SUBS	\$152.91	SAA: Monthly Subscriptions
1/13/2021	IN KANTOLA TRAINING SOLU	\$575.00	SAA: Employee Covid-19 Safety Training and Harassment Training
1/13/2021	SWK TECHNOLOGIES INC	\$300.00	SAA: Monthly Fee for Mas90 Online Services - January 2021
1/13/2021	TRTAX&ACTGPROFESSIONAL	\$260.00	SAA: Monthly Subscription Fixed Assets Software
1/13/2021	VERIZONWRLSS RTCCR VB	\$910.64	SAA/FBO: Monthly Mobile Service Dec 2020
1/14/2021	SHELL OIL 57542517701	\$19.05	FBO: Fuel for Courtesy Town Car
1/14/2021	SHELL OIL 57542517701	\$22.00	SAA: Fuel for Security Vehicle
1/18/2021	SHELL OIL 57542517701	\$48.37	SAA: Fuel for Security Vehicle
1/19/2021	AMZN MKTP US 4G63O70P3 AM	\$27.98	FBO: Solar Strobe Lights for Fuel Trucks
1/19/2021	AMZN MktP US 5G7R43JQ3	\$37.85	SAA: Airport Account Used by Mistake - Reimbursed by J Ali
1/19/2021	AMZN MKTP US 6P6LU22K3 AM	\$11.27	SAA: Airport Account Used by Mistake - Reimbursed by J Ali
1/19/2021	TURNER FURNITURE INC	\$1,463.00	SAA: Pilots Lounge Furniture Deposit
1/20/2021	AMERICAN MESSAGING	\$20.00	FBO: Monthly Emergency Beeper Service
1/20/2021	RUBBER & ACCESSORIES INC	\$137.41	SAA: Rubber Gasket Material for T-Hangar Doors
1/21/2021	GRIFFINS CARPET MART INC	\$239.97	SAA: Stripper and Polish for Cafe Floors
1/21/2021	SHELL OIL 57542517701	\$31.25	SAA: Fuel for Security Vehicle
1/21/2021	SHELL OIL 57542517701	\$64.00	SAA: Fuel for Maintenance Truck
1/22/2021	FBO-STORE	\$461.30	FBO: FSII for Fueling Jet Aircraft that require FSII
1/22/2021	LOOPNET INC	\$104.00	SAA: Online SAA Realty Listing Company
1/23/2021	SHELL OIL 57542517701	\$26.75	SAA: Fuel for Security Vehicle

January 2021 P-Cards

Purchase Date	Vendor Name	Amount	Description
1/24/2021	SHELL OIL 57542517701	\$24.67	SAA: Fuel for Security Vehicle
1/25/2021	SHELL OIL 57542517701	\$30.01	FBO: Fuel for Courtesy Town Car
1/26/2021	SHELL OIL 57542517701	\$17.13	FBO: Fuel for Courtesy Chevy Tahoe
1/26/2021	SHELL OIL 57542517701	\$26.08	SAA: Fuel for Security Vehicle
1/26/2021	WWW.TAX1099.COM	\$117.60	SAA: Online 1099 Filing
1/27/2021	RACEWAY 994 53609947	\$56.00	SAA: Fuel for Maintenance Truck
1/27/2021	SUPERBREAKERS	\$37.73	FBO: Two Contact Block Switches for Hose Reel Switch Repair
1/27/2021	THE HOME DEPOT #6340	\$144.90	SAA: Black Top Patch to fill Hole North Ramp for Truck Parking
1/28/2021	EVERGLADES- OKEECHOBEE	\$81.28	SAA: Parts for John Deere Gator
1/28/2021	SHELL OIL 57542517701	\$24.95	SAA: Fuel for Security Vehicle
1/28/2021	SHELL OIL 57542517701	\$40.52	SAA: Fuel for Maintenance Truck
1/29/2021	APEX OFFICE PRODUCTS INC	\$34.99	SAA: Laser Ink Cartridges
1/29/2021	SHELL OIL 57542517701	\$20.05	SAA: Fuel for Security Vehicle
2/1/2021	APEX OFFICE PRODUCTS INC	\$80.29	FBO: Copy Paper for FBO, Security Block Stamp
2/3/2021	THE BULB BIN	\$60.00	SAA: Lighting for Terminal Building
2/3/2021	USPS PO 1149800850	\$7.85	SAA: Certified Mail Postage for Accounting

Total Due: \$7,436.66

Accounts Payable Aged Invoice Report
Open Invoices - Aged by Invoice Date - As of 2/12/2021
Sebring Airport Authority (SAA)

Invoice Number	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
AIRBINC Air Boss Inc.									
2021 RACE - B	1/1/2021	3/21/2021	6,750.00	0.00	6,750.00	0.00	0.00	0.00	SAA: 2021 Air Traffic Controllers Contract - 12 Hours of Sebring Races - Balance Due
Vendor AIRBINC Totals:			<u>6,750.00</u>	<u>0.00</u>	<u>6,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
ASTRID Astrid Aviation and Aerospace									
SEF_003.15	1/31/2021	2/28/2021	2,700.00	2,700.00	0.00	0.00	0.00	0.00	SAA: Dec 2020 - Jan 2021 Professional Services
Vendor ASTRID Totals:			<u>2,700.00</u>	<u>2,700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
ATKINS Atkins									
1943483 OC	1/31/2021	2/28/2021	11,438.75	11,438.75	0.00	0.00	0.00	0.00	SAA: Jan 2021 General On-Call Services
1943495 WILD	1/31/2021	2/28/2021	6,370.85	6,370.85	0.00	0.00	0.00	0.00	SAA: Jan 2021 Wildlife Hazard Assessment - Grant Reimbursed
Vendor ATKINS Totals:			<u>17,809.60</u>	<u>17,809.60</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
AVCON Avcon, Inc.									
119380 OC	1/31/2021	2/28/2021	440.00	440.00	0.00	0.00	0.00	0.00	SAA: Jan 2021 General On-Call Services
Vendor AVCON Totals:			<u>440.00</u>	<u>440.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
BECKER Becker & Poliakoff, P.A.									
4194488	1/31/2021	2/28/2021	840.00	840.00	0.00	0.00	0.00	0.00	SAA: Jan 2021 General Construction Claims with Frasier Contracting
Vendor BECKER Totals:			<u>840.00</u>	<u>840.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
BRYANT Bryant Miller Olive P.A.									
74145	1/31/2021	2/28/2021	2,017.50	2,017.50	0.00	0.00	0.00	0.00	SAA: Jan 2021 Legal Services RE: Spring Lake Improvement District - Stormwater Treatment
Vendor BRYANT Totals:			<u>2,017.50</u>	<u>2,017.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
BUGS Bugs Bee-Ware Ext., Inc.									
96283	2/11/2021	2/25/2021	920.00	920.00	0.00	0.00	0.00	0.00	SAA: Bi-Monthly Lawn Care 02.11.21
Vendor BUGS Totals:			<u>920.00</u>	<u>920.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CALEUS Mathias Hutzenlaub									
388	1/31/2021	2/28/2021	8,110.00	8,110.00	0.00	0.00	0.00	0.00	SAA: Jan 2021 Security Service
Vendor CALEUS Totals:			<u>8,110.00</u>	<u>8,110.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

Accounts Payable Aged Invoice Report
Open Invoices - Aged by Invoice Date - As of 2/12/2021
Sebring Airport Authority (SAA)

Invoice Number	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
CENSEC Central Security & Elect., Inc									
5203433	1/25/2021	2/24/2021	230.00	230.00	0.00	0.00	0.00	0.00	SAA: Fire Alarm System Service - Bypass Duct Detector to AC System Shutdown Relay; Replaced Relay
Vendor CENSEC Totals:			<u>230.00</u>	<u>230.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CINTAS Cintas									
4073485580	1/20/2021	2/19/2021	86.46	86.46	0.00	0.00	0.00	0.00	SAA/FBO: Air Freshener Svc; Weekly FBO Uniforms for Employees
4074138817	1/27/2021	2/26/2021	382.46	382.46	0.00	0.00	0.00	0.00	SAA/FBO: Bi-Weekly Service; Logo Mats, Scraper Mats, Air Freshener/Disp, Soap/Disp, GermX/Disp; FBO Uniforms for Employees
4074810376	2/3/2021	3/5/2021	96.86	96.86	0.00	0.00	0.00	0.00	SAA/FBO: Air Freshener Svc; Weekly FBO Uniforms for Employees
4075439647	2/10/2021	3/12/2021	595.19	595.19	0.00	0.00	0.00	0.00	SAA/FBO: Bi-Weekly Service; Logo Mats, Scraper Mats, Air Freshener/Disp, Soap/Disp, GermX/Disp; FBO Uniforms for Employees
Vendor CINTAS Totals:			<u>1,160.97</u>	<u>1,160.97</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
DBT DBT Transportation Services									
2021-2022	1/31/2021	2/28/2021	6,050.00	6,050.00	0.00	0.00	0.00	0.00	SAA: Total Annual Service - NADIN-AWOS Periodic Maintenance 01.31.21 - 0.30.2022
Vendor DBT Totals:			<u>6,050.00</u>	<u>6,050.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
DHLR Dark Hammock Legacy Ranch									
2021 RACE B	1/31/2021	3/1/2021	1,200.00	1,200.00	0.00	0.00	0.00	0.00	SAA: Housing for Air Traffic Tower Control for Races 2021 - Final Payment
Vendor DHLR Totals:			<u>1,200.00</u>	<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
DIANARI Diana Ries Designs, Inc.									
13532	1/31/2021	2/28/2021	1,189.94	1,189.94	0.00	0.00	0.00	0.00	SAA/CRA/YAZ: January 2021 Website Updates
Vendor DIANARI Totals:			<u>1,189.94</u>	<u>1,189.94</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
DIVERS Diversified Fabrication & Accessories, LLC									
4398	2/10/2021	2/10/2021	3,200.00	3,200.00	0.00	0.00	0.00	0.00	SAA: Material & Labor to Repair & Replace T-Hangar Door Rollers in SAA Hangar that Houses Fire Truck
Vendor DIVERS Totals:			<u>3,200.00</u>	<u>3,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
FEC Federal Express Corporation									
7-256-43167	1/26/2021	3/12/2021	18.69	18.69	0.00	0.00	0.00	0.00	SAA: Express Shipping
7-263-97724	2/2/2021	3/19/2021	12.38	12.38	0.00	0.00	0.00	0.00	SAA: Express Shipping
Vendor FEC Totals:			<u>31.07</u>	<u>31.07</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
GUARDIA Guardian CRM, Inc									

Accounts Payable Aged Invoice Report
Open Invoices - Aged by Invoice Date - As of 2/12/2021
Sebring Airport Authority (SAA)

Invoice Number	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
M2995	1/31/2021	3/2/2021	406.25	406.25	0.00	0.00	0.00	0.00	SAA: Oct 2020 - Jan 2021 Technical Assistance for Miscellaneous Grant Administration Services
Vendor GUARDIA Totals:			<u>406.25</u>	<u>406.25</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
JACKS Jack's Lawn Service									
2159	1/27/2021	2/26/2021	450.00	450.00	0.00	0.00	0.00	0.00	SAA: Feb 2021 Lawn & Landscape Care
FEBRUARY 2021	2/1/2021	2/28/2021	7,750.00	7,750.00	0.00	0.00	0.00	0.00	SAA: Cleanup Fence Line at Old Power Plant; Replaced Plants at Terminal Building & Commercial Hangars
Vendor JACKS Totals:			<u>8,200.00</u>	<u>8,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
JOHNCON Johnson Controls, Inc.									
01.15.2021 A	1/15/2021	2/28/2021	11,315.82	11,315.82	0.00	0.00	0.00	0.00	SAA: Terminal Building HVAC Improvements - 10%
Vendor JOHNCON Totals:			<u>11,315.82</u>	<u>11,315.82</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
LONGS Long's Air Conditioning, Inc.									
440460	12/20/2020	2/18/2021	187.95	0.00	187.95	0.00	0.00	0.00	SAA: Service Call - Weekend Call; Runway Cafe AC Not Working, Condenser Unit Locked Due to Power Surge, Reset System, AC Working
441111	1/31/2021	3/2/2021	285.00	285.00	0.00	0.00	0.00	0.00	SAA: Air Conditioning Units Service Inspection Completed
Vendor LONGS Totals:			<u>472.95</u>	<u>285.00</u>	<u>187.95</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
RWSUM RW Summers Railroad Contr.,Inc									
21040	2/11/2021	3/13/2021	406.00	406.00	0.00	0.00	0.00	0.00	SAA: February 2021 Monthly Track Inspection
Vendor RWSUM Totals:			<u>406.00</u>	<u>406.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
SHUTTS Shutts & Bowen, LLP									
1518383 SF	1/31/2021	2/28/2021	1,053.00	1,053.00	0.00	0.00	0.00	0.00	SAA: January 2021 Star Farms - Grant Reimbursed
1518384 CITY	1/31/2021	2/28/2021	402.00	402.00	0.00	0.00	0.00	0.00	SAA: January 2021 Legal Services - Misc.
Vendor SHUTTS Totals:			<u>1,455.00</u>	<u>1,455.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
SWAINE Swaine, Harris & Wohl, P.A.									
1961 OC	1/31/2021	2/28/2021	5,890.65	5,890.65	0.00	0.00	0.00	0.00	SAA: January 2021 Legal Services - General On-Call Services
Vendor SWAINE Totals:			<u>5,890.65</u>	<u>5,890.65</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Report Totals:			<u><u>80,795.75</u></u>	<u><u>73,857.80</u></u>	<u><u>6,937.95</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	

Accounts Payable Aged Invoice Report
Open Invoices - Aged by Invoice Date - As of 2/12/2021
Sebring Airport Authority (FBO)

Invoice Number	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
ASCENT Ascent Aviation Group									
726594	1/21/2021	3/7/2021	11,512.94	11,512.94	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
726725	1/22/2021	2/11/2021	16,254.66	16,254.66	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at Sebring
728226	1/29/2021	2/18/2021	16,326.27	16,326.27	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at Sebring
M248330	2/1/2021	2/11/2021	46.00	46.00	0.00	0.00	0.00	0.00	FBO: Feb 2021 VX520 Comm Fee & Warranty
S022744	2/1/2021	2/21/2021	297.50	297.50	0.00	0.00	0.00	0.00	FBO: TFBO Desktop Service Fee for Software - Feb 2021
M248771	2/3/2021	2/23/2021	175.20	175.20	0.00	0.00	0.00	0.00	FBO: WingPoints Issued Through 02.03.21
730292	2/3/2021	2/23/2021	16,868.24	16,868.24	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at Sebring
730293	2/3/2021	2/23/2021	27,225.61	27,225.61	0.00	0.00	0.00	0.00	FBO: 100LL AvGas Fuel at Sebring
730882	2/3/2021	2/23/2021	17,234.35	17,234.35	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
Vendor ASCENT Totals:			<u>105,940.77</u>	<u>105,940.77</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
SWIFT Swift Fuels, LLC									
1852	1/26/2021	2/25/2021	8,546.50	8,546.50	0.00	0.00	0.00	0.00	FBO: UL94_AvGas Fuel for Sebring
Vendor SWIFT Totals:			<u>8,546.50</u>	<u>8,546.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Report Totals:			<u><u>114,487.27</u></u>	<u><u>114,487.27</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	

RESOLUTION NO. 21-02

A RESOLUTION OF THE SEBRING AIRPORT AUTHORITY APPOINTING MIKE WILLINGHAM, OR HIS DESIGNEE, AS THE PUBLIC RECORDS CUSTODIAN FOR PUBLIC RECORDS REQUESTS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Sebring Airport Authority should appoint a "custodian of public records" charged with the responsibility of maintaining the office having public records, or his or her designee, as set forth in Chapter 119, *Florida Statutes*; and

WHEREAS, the Executive Director, or his designee, is qualified to serve as custodian of public records of the Sebring Airport Authority.

NOW, THEREFORE, BE IT RESOLVED BY the members of the Sebring Airport Authority that:

1. Mike Willingham, as Executive Director, or his designee, is hereby appointed as custodian of public records for public records requests for the Sebring Airport Authority.
2. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED by a majority of the members of the Sebring Airport Authority on the 18th day of February, 2021.



SEBRING AIRPORT AUTHORITY

By: 
Mike Willingham, Ex. Director

**SEBRING AIRPORT AUTHORITY
AGENDA ITEM SUMMARY**

MEETING DATE: February 18, 2021

PRESENTER: Mike Willingham

AGENDA ITEM: AirBoss, Inc. – 2021 Race Contract for ATC Services

BACKGROUND: Air Traffic Control (ATC) services are needed for 2021 12 Hours of Sebring Race. AirBoss, Inc has been a longtime provider to Airport and has an excellent record. Staff recommends the contract for approval.

REQUESTED MOTION: Move to approve and authorize the Executive Director to execute the same.

BOARD ACTION:

APPROVED
 DENIED
 DEFERRED
 OTHER

CONTRACT
(Air Traffic Control Services)

THIS IS AN AGREEMENT between the **SEBRING AIRPORT AUTHORITY**, a body politic and corporate of the State of Florida (herein called "SAA") and **AIR BOSS, INC.**, a North Carolina corporation (herein called "Contractor").

1. **PREMISE AND TERM.** SAA needs professional temporary air traffic controller services at the Sebring Regional Airport during the Sebring 12 Hour Race (the "Event") SAA would like for Contractor to do the work and Contractor would like to do so on the terms and conditions set forth herein.
2. **WORK.** Contractor, in consideration of the premises and mutual covenants herein contained, agrees to provide at its own cost and expense, all labor, tools, materials, equipment, superintendence, security, insurance, testing and all other accessories and services necessary to provide professional air traffic controller services at the Sebring Regional Airport for the Race, including Two (2) certified professional air traffic controllers with CTO's during the event, certified VHF radios with discrete frequencies for exclusive use at the Event, coordination with FAA facilities to ensure the smoothest flow of traffic.
3. **DATES/TIMES** of the Temp ATCT will be: 3/18/2021 from 10:00 a.m. to 5:00 p.m. 3/19/2021 8:00 a.m. to 5:00 p.m. 3/20/2021 from 8:00 a.m. to 1:00 a.m. on 3/21/2021. In accordance with the conditions and prices stated in this contract, Drug-Free Workplace Program and Legal Provisions previously provided to Contractor, which are made a part hereof and collectively constitute this contract (herein called the "Contract Documents"). Contractor acknowledges receipt of these documents.
4. **CONTRACT PRICE.** SAA shall pay to Contractor the sum of Nine Thousand Dollars (\$9000.00) the total price for the completion of the Work, subject to increase or decrease as provided herein.
5. **PAYMENT.** SAA shall pay to Contractor a deposit of Two Thousand Two Hundred and Fifty Dollars (\$2,250.00) by January 1, 2020 and shall pay to Contractor the remainder of the contract price upon satisfactory completion of the Work.
6. **COMMENCEMENT AND COMPLETION DATES.** Contractor hereby agrees to commence set up of Contractor's equipment no later than two (2) days prior to the Event and full removal of Contractor's equipment no later than one (1) day from the closing day of the Event. Contractor shall be solely responsible for the means, methods, techniques utilized in the delivery, performance and removal.
7. **CLEAN-UP AND REMOVAL OF DEBRIS.** Contractor shall daily keep the premises in a clean and orderly condition, free from all refuse, rubbish, scrap materials and debris caused by Contractor's operations.
8. **DRUG-FREE WORKPLACE.** Contractor acknowledges that SAA is a drug-free work place. Contractor covenants that all employees of Contractor working upon SAA property shall be subject to implementation of all possible provisions to maintain a drug-free environment and

that Contractor will adhere to the provisions of Florida Statute 287.087 and SAA's Drug-Free Workplace Program #HR 405.

9. **WORKMANSHIP.** Contractor shall, in a good workman like manner, perform all Work and furnish all supplies, materials and equipment necessary and proper to complete the Work under this contract, within the time specified herein, in accordance with the provisions of this contract.

10. **LAWS AND REGULATIONS.** Contractor shall comply with all laws, ordinances, rules, orders and regulations relating to performance of the Work and the protection of persons and property. Contractor shall also maintain all licenses required for the Work hereunder in an active status.

11. **INSPECTION.** Contractor has undertaken such inspections as it deems necessary to undertake the Work at the contract price set forth in paragraph 3.

12. **SAA REQUIREMENTS.** SAA agrees to provide the following:

- A. Accommodation for Four (4) nights from, March 17, 2021 through morning, March 21, 2021;
- B. One (1) outside phone line;
- C. Airport access for all Contractor personnel during the Event
- D. Use of the ATC facility located at the Airport.
- E. Ensure the Tower Cab is cleaned and AC working

13. **TERMINATION OF CONTRACT.** SAA may, by written notice, terminate this Contract in whole or in part at any time, either for the SAA's convenience or because of failure to perform any material provision or portion of the Contract Documents and failure to undertake adequate safety measures during the performance of the Work. Upon receipt of such notice, services shall be immediately discontinued (unless the notice directs otherwise).

12.1 If the termination is for the convenience of the SAA, an equitable adjustment in the Contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.

12.2 If the termination is due to failure to fulfill the contractor's obligations, the SAA may take over the Work and prosecute the same to completion by contract or otherwise. In such case, the Contractor shall be liable to the SAA for any additional cost occasioned to the SAA thereby.

12.3 If, after notice of termination for failure to fulfill Contract obligations, it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the SAA. In such event, adjustment in the Contract price shall be

made as provided in paragraph 12.1 of this agreement.

12.4 The rights and remedies of the SAA provided in this clause are in addition to any other rights and remedies provided by law or under this Contract.

14. **INDEPENDENT CONTRACTOR** The parties expressly recognize that the relationship between the SAA and the Contractor is that of independent contractors, and that neither Contractor, nor any of its servants, agents, or employees shall ever be considered to be an agent, servant or employee of the SAA.

15. **INSURANCE**. Contractor shall obtain and maintain, at Contractor's expense, the following insurance and shall not commence Work hereunder until such insurance is obtained and approved by SAA:

A. **Comprehensive General Liability/Control Tower Liability:** Comprehensive general liability insurance shall be carried with limits of at least \$1,000,000 of combined single limit for Bodily Injury and Property Damage. Coverage shall include Premises and Operations, Broad Form Contractual, Products and Completed Operations, Owners and Contractors Protective Liability (also known as Independent Contractors Liability), and when applicable include Explosion, Collapse and Underground Damage (XCU), and shall include Contingent Liability against claims arising out of subcontractors with the same minimum amount.

B. **Evidence Of Insurance.** Contractor shall furnish SAA with Certificates of Insurance. The Certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Sebring Airport Authority is to be specifically included as an additional insured on all policies except Workers' Compensation. If Contractor is exempt from workers' compensation requirements, it shall submit a DWC-252 Certificate Exemption Form. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date. All certificates of insurance must be on file with and approved by SAA before the commencement of any work activities.

15. **NOTICES**. Whenever any notice is required or permitted by this contract to be given, such notice shall be by certified mail or overnight delivery addressed to:

Contractor:
George E. Cline, President
Air Boss, Inc.
220 Seven Oaks Landing
Belmont, NC 28012

SAA:
Executive Director
Sebring Airport Authority
128 Authority Lane
Sebring, FL 33870

Notice shall be considered given when deposited with the U.S. Postal Service or commercial carrier, postage prepaid. Each party will be responsible for notifying the other of any change in their address.

16. **ASSIGNMENT.** Contractor shall not assign this contract, in whole or in part, or any monies due or to become due hereunder, without the written consent of SAA.
17. **DAMAGE TO PROPERTY.** Contractor agrees that all SAA or third party owned property that is damaged by Contractor's personnel or equipment shall be promptly repaired or replaced, at Contractor's expense.
18. **TAXES.** Contractor shall pay all sales, consumer, use and other similar taxes required by law resulting from the Work which are in effect as of the date of execution of this Agreement, and such costs shall not be considered in addition to the Contract Price.
19. **PERMITS, FEES AND NOTICES.** Contractor shall secure and pay for all permits and licenses necessary for the proper execution and completion of the Work which are in effect as of the date of execution of this contract.
20. **RESPONSIBILITY FOR THOSE PERFORMING THE WORK.** Contractor shall be responsible to SAA for the acts and omissions of all its employees and all subcontractors, their agents and employees and all other persons performing any of the Work by, through, or under Contractor.
21. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED.** Each and every provision of law and clause required by law to be inserted in this document shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included, and if, through mistake or otherwise, any such provision is not inserted, or is not correctly inserted, then upon application of either party, the contract shall forthwith be physically amended to make such insertion or correction.
22. **SAFETY AND HEALTH REGULATIONS.** Contractor shall comply with the Department of Labor Safety and Health Regulations for construction promulgated under the Occupational Safety and Health Act and such other rules and regulations as may be applicable to this Project. Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work.
23. **CONTRACTOR'S INDEMNIFICATION AND HOLD HARMLESS.** Contractor hereby acknowledges and confirms that the contract price includes the consideration for this indemnification and hold harmless. Contractor shall, in addition to any other obligation to indemnify SAA and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the SAA, its elected officials, employees, agents and volunteers from and against all claims, actions, liabilities, losses (including economic losses), costs, including attorney fees and all costs of litigation, and judgments of every name and description arising out of or incidental to the performance of this contract, unless caused by the sole negligence of the SAA, its elected officials, employees, agents or volunteers. Any cost or expenses, including attorney fees (including appellate, bankruptcy or patent council fees), incurred by the SAA to enforce this agreement shall be borne by the Contractor. This indemnification shall also cover all claims brought against the SAA, its elected officials, employees, agents or volunteers by any employee of Contractor, subcontractor, or anyone directly or indirectly employed by any of them.

24. **DEFAULT.** Subject to the limitations of Sec. 768.28, Fla. Stat., in any action brought by either party for the interpretation or enforcement of the obligations of the other party including SAA's right to indemnification, the prevailing party shall be entitled to recover from the losing party all reasonable attorney's fees, paralegal fees, court and other costs, whether incurred before or during litigation, on appeal, in bankruptcy or in post judgment collections.

25. **BINDING EFFECT.** This contract shall bind and inure to the benefit of the successors and assigns of each of the parties.

26. **GOVERNING LAW.** This contract will be governed by and construed in accordance with the laws of the State of Florida and the parties agree to submit to the jurisdiction of the Tenth Judicial Circuit, in and for Highlands County, Florida.

27. **TIME.** Time is of the essence of this agreement.

28. **MULTIPLE ORIGINALS.** This contract is executed in multiple copies, each of which shall be deemed an original.

29. **CONFLICT OF INTEREST.** Contractor warrants that it has not given any commissions, payments, gifts, kickbacks, lavish or extensive entertainment or things of value to any employee or agent of SAA in connection with this agreement.

AGREED TO BY SAA this ^{18th}~~22nd~~ day of ^{February}~~January~~, 2021.

Two Witnesses as to SAA:

SEBRING AIRPORT AUTHORITY, a
body politic and corporate of the State of
Florida

Beverly K. Colan
(Printed Name) Beverly K. Colan

By: [Signature]
Mike Willingham, Executive Director

(corporate seal)

Jami Olive
(Printed Name) Jami Olive

AGREED TO BY CONTRACTOR this 21 day of January, 2021.

Two Witnesses as to Contractor:

AIR BOSS, INC., a North Carolina
corporation

Lori L Cline
(Printed Name) Lori L Cline

By: George E Cline
George E. Cline, as its President

(corporate seal)

Kevin J Cline
(Printed Name) Kevin J Cline

**SEBRING AIRPORT AUTHORITY
AGENDA ITEM SUMMARY**

MEETING DATE: January 21, 2021

PRESENTER: Mike Willingham

AGENDA ITEM: Sebring Custom Tanning, Inc. – 2nd Amendment to Lease

BACKGROUND: Lease amendment address the following:

- Continues current lease payment for 24 months. After which it will go to \$3,300 per month.
- Lease payment adjustments will be keyed to CPI or 2% whichever is less
- Two 10 year renewals are added.

REQUESTED MOTION: Move to approve and authorize the Chairman, Vice Chairman, Secretary, Assistant Secretary or Executive Director to execute same.

BOARD ACTION:

APPROVED
 DENIED
 DEFERRED
 OTHER

**SEBRING AIRPORT AUTHORITY
COMMERCIAL LEASE SECOND MODIFICATION
SEBRING CUSTOM TANNING, INC.**

THIS SECOND MODIFICATION OF COMMERCIAL LEASE is made and entered into effective January 31, 2019, by and between the **SEBRING AIRPORT AUTHORITY**, a body politic and corporate of the State of Florida (herein called "LANDLORD") and **SEBRING CUSTOM TANNING, INC.**, a Florida corporation (herein called "TENANT").

WITNESSETH:

WHEREAS, LANDLORD and TENANT entered into a Commercial Lease dated August 20, 1998 (herein called the "Lease"); and

WHEREAS, the parties entered into a First Modification of the Lease to extend the term to January 31, 2039 dated September 21, 2006; and

WHEREAS, the parties entered into a Modification of the Lease regarding utilities and services dated December 13, 2007; and

WHEREAS, the parties wish to amend the Lease,

IT IS THEREFORE AGREED BY AND BETWEEN the parties that the Lease is amended as follows:

1. **RENT.** Beginning February 1, 2021, TENANT hereby agrees to pay rent to LANDLORD of \$2,200.00 per month, together with a 5% fire/security charge and any sales or use taxes thereon, in advance, on or before the first day of each month. Beginning February 1, 2023, TENANT hereby agrees to pay rent to LANDLORD of \$3,300.00 per month, together with a 5% fire/security charge and any sales or use taxes thereon, in advance, on or before the first day of each month. Beginning February 1, 2024, and on the same day of each year thereafter, the rent shall be adjusted upward in accordance with the following provision. LANDLORD shall compute the percentage of increase, if any, of the cost of living (based on the Consumer Price Index, "All Items", for all urban consumers published by the Bureau of Labor Statistics of the United States Department of Labor) during the preceding twelve (12) month period and the rent shall then be increased by that percentage or 2%, whichever is less, to establish the rent for the succeeding twelve (12) months. At no time will the rent decrease.
2. **OPTION TO RENEW.** LANDLORD hereby grants to TENANT two options to renew this Lease for two (2) additional terms of ten (10) years each, upon the same terms and conditions hereunder except that each option period shall commence at the expiration of the preceding term of this Lease. Said options shall be exercised by TENANT's delivery of notice thereof to LANDLORD, in writing, not less than six (6)


months prior to the end of the preceding term, if at all, and shall be effective only if TENANT is not in default under this Lease.

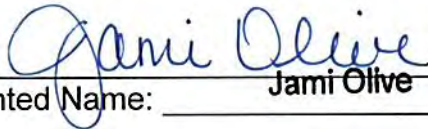
3. **CONTINUATION.** All other provisions of the Lease shall remain unchanged and in full force and effect.

4. **MULTIPLE ORIGINALS.** This agreement is executed in multiple copies, each copy of which shall be deemed an original.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals.

WITNESSES:



Printed Name: Beverly K. Colver


Printed Name: Jami Olive

Printed Name: _____

Printed Name: _____


LANDLORD: SEBRING AIRPORT AUTHORITY, a body politic and corporate of the State of Florida


By: _____
~~D. Craig Johnson, as its Chair or~~
~~Pete McDevitt, as its Vice Chair~~
Mike W. Williamson, Ex Director

Attest: _____
Carl Cool, as its Secretary or
Mark Andrews, as its Asst. Secretary

(Corporate Seal)

TENANT: SEBRING CUSTOM TANNING, INC., a Florida corporation

By: 
Dave Travers, as its President

(Corporate Seal)