

**Sebring Airport Authority  
Board Meeting Agenda  
March 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>
04/15/2021	1:00pm	SAA/CRA Board Meeting	Hendricks Field Center

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

**2. MISCELLANEOUS**

**3. CONSENT AGENDA**

- a) Approve February 2021 Minutes
- b) Approve February 2021 Invoices
- c) Interlocal Agreement Webster Turn Project Highlands County
- d) Resolution 21-03 Approving Budget Amendment S212-02

**4. ACTION ITEMS**

- a) Julie Fowler presentation 2019-2020 Audited SAA Financial Report  
Approve the Audited Financial Statements as presented

**CONTINGENT ACTION ITEMS**

**5. EXECUTIVE DIRECTOR MONTHLY SUMMARY**

- FBO Report – Jason Ali

**6. BOARD OF DIRECTORS' BUSINESS**

Ethics Training – Go To : <https://www.floridaleagueofcities.com/continuing-education-in-ethics>  
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  
February 18, 2021**

The Sebring Airport Authority Board of Directors held a scheduled Board Meeting on February 18, 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
Terrill Morris	-	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
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**  
Craig Johnson, Mark Andrews, Pete McDevitt, Sid Valentine and Terrill Morris were in person Stanley Wells, and Carl Cool were telephonically present for the meeting. 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 Sid Valentine to approve the amended Consent Agenda and a second by Terrill Morris. The motion was passed with aye votes by Johnson, Wells, McDevitt, Cool, Valentine, Morris and Andrews.

**3. MISCELLANEOUS**

**4. ACTION ITEMS**

**5. DIRECTOR REPORT**

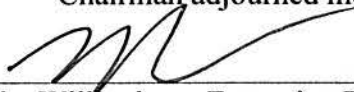
Executive Director Mike Willingham gave his report and Jason Ali spoke about the Range/FBO activities.

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

**7. CONCERNS OF THE PUBLIC**

**8. ADJOURNMENT**

Chairman adjourned meeting at 1:11pm.



Mike Willingham, Executive Director

3.18.21

Approved by Board

## Invoices Paid In February 2021 Presented In March 2021 Board Meeting

DATE	SAA/FBO - PAID INVOICES	AMOUNT	DESCRIPTION
02/04/21	Ascent - World Fuel	\$26,119.02	FBO: 100LL AvGas Fuel at Sebring
02/04/21	Ascent - World Fuel	\$15,918.88	FBO: Jet-A Fuel at Sebring
02/09/21	America's Elite Carpet Cleaning	\$450.00	SAA: Stripped & Waxed Wood Floors at Runway Cafe
02/09/21	Copy Life Inc	\$180.20	SAA/FBO: January 2021 Copies
02/09/21	Dark Hammock Legacy Ranch	\$250.00	SAA: Housing for Air Traffic Tower Control for Races 2021 - Deposit
02/09/21	Diversified Fabrication & Accessories, LLC	\$1,900.00	SAA: Replace Bottom Track on T-Hangar 34; Includes Material & Labor
02/09/21	Diversified Fabrication & Accessories, LLC	\$30.00	SAA: Repair Radiator Part for John Deere Gator
02/09/21	Department of Management Services	\$294.13	SAA/FBO: Dec 2020 Audio, Long Distance & Local Service
02/09/21	LaGrow Irrigation	\$2,299.38	SAA: Terminal Building Irrigation System Walk Through, Repair/Replace Where Needed
02/09/21	Mid-State Fire Equipment	\$332.00	SAA: Runway Cafe Annual Restaurant Fire Suppression Systems Report
02/09/21	Paul C. Valladares Jr. dba Pauls Landscapes	\$270.00	SAA/FBO: Feb 2021 Plant Service
02/09/21	Rapid Systems	\$495.00	SAA/FBO: Monthly Internet Service
02/09/21	Rapid Systems	\$104.99	SAA: Feb 2021 Internet Service - Ex. Assistant Home Office
02/09/21	RW Summers Railroad Contractor, Inc.	\$406.00	SAA: February 2021 Monthly Track Inspection
02/09/21	TechHouse:Intergrated	\$255.50	SAA/FBO: Feb 2021 Recurring Monthly Software Fees
02/09/21	TechHouse:Intergrated	\$605.00	SAA/FBO: General IT Issues; Laptop Setup for New AC System, Video Editing, Gmail, Printer, iPad, Adobe Issues
02/09/21	Luis A. Pratts		FBO: Travel Reimbursement for Mileage to APBR
02/09/21	Miller & Company P.C.	\$882.00	FBO: Legal Services for FTZ Issue
02/16/21	Bugs Bee-Ware Exterminating, Inc.	\$100.00	SAA: Plant and Shrub Care
02/16/21	Cintas	\$859.99	SAA/FBO: COVID Supplies - 3-Ply Masks and GermX Sanitizer
02/23/21	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
02/23/21	Big Messages LLC	\$152.00	SAA: After Hours Telephone Answering Service
02/23/21	C&C Plumbing, Inc.	\$465.53	SAA: Service Call to Carter Aircraft; Located & Repaired Leak Under Concrete Slab
02/23/21	Federal Express Corporation	\$4.52	SAA: Express Shipping
02/23/21	Leaf Capital Funding, LLC	\$559.52	SAA/FBO: Lease of Copy Machines
02/23/21	Risk Management Associates Inc	\$44,950.50	SAA: 3rd Installment - Preferred Government Insurance Trust-Business Auto, General Liability, Crime, Inland Marine and Commercial Property Policy #PK2FL1 0284850 19-16 10/01/2019 - 10/01/2021
02/23/21	RelaDyne Florida LLC	\$1,257.97	FBO: Bulk Oil for Resale
02/23/21	Sebring Airport Authority	\$21,317.13	FBO: October 2020 FBO Expenses Due November

**TOTAL PAID INVOICES: \$124,318.26**

## February 2021 P-Cards

Purchase Date	Vendor Name	Amount	Description
2/3/2021	APEX OFFICE PRODUCTS INC	\$294.52	SAA: 2 - 4" Binders, 2 Sets of Sign Here Flags, Laser Ink Cartridge, Lysol Disinfectant Wipes
2/5/2021	SHELL OIL 5754251 7701	\$44.45	FBO: Fuel for Courtesy Chevy Tahoe
2/5/2021	SHELL OIL 5754251 7701	\$56.00	SAA: Fuel for Maintenance Truck
2/5/2021	THE HOME DEPOT #6340	\$205.24	FBO: Hand Sanitizer, Paper Towel Rolls; Rat Traps and Bait; Three 30 Gallon Trash Cans
2/5/2021	YARBROUGH TIRE & SERVICE	(\$994.97)	SAA: Card Used by SAA Employee by Mistake - Credited
2/5/2021	YARBROUGH TIRE & SERVICE	\$994.97	SAA: Card Used by SAA Employee by Mistake - Credited
2/8/2021	IN EBRIDGE, INC	\$175.00	SAA: Monthly Fee for Record Retention
2/9/2021	SHELL OIL 57542517701	\$30.51	FBO: Fuel for Courtesy Town Car
2/9/2021	SWK TECHNOLOGIES INC	\$308.00	SAA: Monthly Fee for Mas90 Online Services - February 2021
2/10/2021	ADOBE ACROPRO SUBS	\$152.91	SAA: Monthly Subscriptions
2/10/2021	FLORIDA REDEVELOPMENT AS	\$495.00	SAA: Webinar CRA 101
2/11/2021	IN ICL CALIBRATION LABOR	\$644.99	FBO: Two Jet-A Hydrometers Recertified for DLA Compliance
2/12/2021	DISH NETWORK-ONE TIME	\$121.32	FBO: Monthly Satellite Service for Pilot's Lounge - Feb 2021
2/12/2021	HARBOR FREIGHT TOOLS 538	\$14.58	SAA: Rivets for T-Hangar Repairs
2/12/2021	REPUBLIC SERVICES TRASH	\$203.85	SAA/FBO: Monthly Recycling Service - Feb 2021
2/12/2021	WCI SEBRING HAULING	\$470.00	SAA/FBO: Monthly Waste Collection - Feb 2021
2/13/2021	TRTAX&ACTGPROFESSIONAL	\$260.00	SAA: Monthly Subscription Fixed Asset Software
2/15/2021	RACEWAY 994 53609947	\$61.50	SAA: Fuel for Maintenance Truck
2/16/2021	Amazon Prime C93AF8ZH3	\$119.00	SAA: Amazon Prime Yearly Subscription
2/16/2021	AMAZON.COM 458PR8553 AMZN	\$44.48	SAA: Cables for Gate Locks
2/16/2021	THE HOME DEPOT #6340	\$139.94	SAA: 2 New Florescent Fixtures for Tecnam Front Entrance
2/16/2021	URBAN LAND INSTITUTE	\$305.00	SAA: Annual Subscription
2/16/2021	VERIZONWRLSS RTCCR VB	\$910.64	SAA/FBO: Monthly Mobile Service Feb 2021
2/19/2021	SHELL OIL 57542517701	\$62.00	FBO: Fuel for Courtesy Chevy Tahoe
2/20/2021	TURNER FURNITURE INC	\$1,462.35	FBO: Couch, Two Recliners, Three Tables, Lamp for Pilot's Lounge
2/22/2021	LOOPNET INC	\$104.00	SAA: Online SAA Realty Listing Company
2/23/2021	RACEWAY 994 53609947	\$70.50	SAA: Fuel for Maintenance Truck
2/24/2021	WWW.SENTRYLINK.COM	\$19.95	SAA: Employee Background Check
2/25/2021	PALMER ACE HDWE	\$33.32	FBO: Various Piping and Ball Valve for Creating Transfer Adapter
2/25/2021	SHELL OIL 57542517701	\$42.57	FBO: Fuel for Courtesy Town Car
2/25/2021	WING AERO PRODUCTS	\$218.50	FBO: Products for Resale to FBO Customers
2/28/2021	AMZN Mktp US 299K89FV3	\$50.97	FBO: USB Hub, Phone Charging cords and Charging Station of Pilot Lounge
3/3/2021	NATIONAL AIR TRANS ASS	\$909.00	FBO: NATA Membership and Safety 1st Training for FBO
3/3/2021	PANERA BREAD #60 1259 O	\$74.14	SAA: Exec. Director and Director Lunch RE: SLID

**Total: \$8,104.23**

**Accounts Payable Aged Invoice Report**  
**Open Invoices - Aged by Invoice Date - As of 3/11/2021**  
**Sebring Airport Authority (SAA)**

Invoice Number	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
<b>ATKINS Atkins</b>									
1945145 WILD	2/28/2021	3/30/2021	5,809.37	5,809.37	0.00	0.00	0.00	0.00	SAA: February 2021 Wildlife Hazard Assessment - Grant Reimbursed
1945146 OC	2/28/2021	3/30/2021	17,710.68	17,710.68	0.00	0.00	0.00	0.00	SAA: February 2021 General On-Call Services
1945146 SF	2/28/2021	3/30/2021	7,295.00	7,295.00	0.00	0.00	0.00	0.00	SAA: February 2021 Star Farms - Grant Reimbursed
1945147 CSX	2/28/2021	3/30/2021	13,480.00	13,480.00	0.00	0.00	0.00	0.00	SAA: Jan/February 2021 SEF CSX Rail Spur Phase 2 - Grant Reimbursed
<b>Vendor ATKINS Totals:</b>			<u>44,295.05</u>	<u>44,295.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>AVCON Avcon, Inc.</b>									
119554 OC	2/28/2021	3/30/2021	1,100.00	1,100.00	0.00	0.00	0.00	0.00	SAA: February 2021 General On-Call Services
<b>Vendor AVCON Totals:</b>			<u>1,100.00</u>	<u>1,100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>BECKER Becker &amp; Poliakoff, P.A.</b>									
4199091	2/28/2021	3/30/2021	3.51	3.51	0.00	0.00	0.00	0.00	SAA: Feb 2021 General Construction Claims with Frasier Contracting
4199095	2/28/2021	3/30/2021	480.00	480.00	0.00	0.00	0.00	0.00	SAA: Feb 2021 General Construction Issues
<b>Vendor BECKER Totals:</b>			<u>483.51</u>	<u>483.51</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>C&amp;CPLUM C &amp; C Plumbing, Inc.</b>									
202102339	2/24/2021	3/26/2021	3,409.56	3,409.56	0.00	0.00	0.00	0.00	SAA: Tested & Certified 18 Backflow Preventers
<b>Vendor C&amp;CPLUM Totals:</b>			<u>3,409.56</u>	<u>3,409.56</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>CALEUS Mathias Hutzenlaub</b>									
392 FEB 2021	2/28/2021	3/30/2021	7,096.40	7,096.40	0.00	0.00	0.00	0.00	SAA: February 2021 Security Service
<b>Vendor CALEUS Totals:</b>			<u>7,096.40</u>	<u>7,096.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>CINTAS Cintas</b>									
4076882299	2/24/2021	3/26/2021	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
4077407693	3/3/2021	4/2/2021	89.06	89.06	0.00	0.00	0.00	0.00	SAA/FBO: Air Freshener Svc; Weekly FBO Uniforms for Employees
4078084171	3/10/2021	4/9/2021	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, Paper Towels/Toilet Paper; FBO Uniforms for Employees
<b>Vendor CINTAS Totals:</b>			<u>1,066.71</u>	<u>1,066.71</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>DIANARI Diana Ries Designs, Inc.</b>									

**Accounts Payable Aged Invoice Report**  
**Open Invoices - Aged by Invoice Date - As of 3/11/2021**  
**Sebring Airport Authority (SAA)**

Invoice Number	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
13566	2/28/2021	3/30/2021	658.00	658.00	0.00	0.00	0.00	0.00	SAA/CRA/YAZ: February 2021 Website Updates and Design Services
<b>Vendor DIANARI Totals:</b>			<u>658.00</u>	<u>658.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>EPI Excavation Point Inc.</b>									
00055778	3/10/2021	4/9/2021	365.00	365.00	0.00	0.00	0.00	0.00	SAA: Dumpster for Clean-on South Ramp
<b>Vendor EPI Totals:</b>			<u>365.00</u>	<u>365.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>JACKS Jack's Lawn Service</b>									
2168 MARCH 21	3/1/2021	3/31/2021	7,750.00	7,750.00	0.00	0.00	0.00	0.00	SAA: March 2021 Lawn & Landscape Care
<b>Vendor JACKS Totals:</b>			<u>7,750.00</u>	<u>7,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>RAPID Rapid Systems</b>									
502736	3/1/2021	3/15/2021	104.99	104.99	0.00	0.00	0.00	0.00	SAA: Monthly Internet Service Executive Assistant Home Office
<b>Vendor RAPID Totals:</b>			<u>104.99</u>	<u>104.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>SHUTTS Shutts &amp; Bowen, LLP</b>									
1526087 SF	2/28/2021	3/30/2021	1,600.00	1,600.00	0.00	0.00	0.00	0.00	SAA: February 2021 Star Farms - Grant Reimbursed
1526088 CITY	2/28/2021	3/30/2021	254.00	254.00	0.00	0.00	0.00	0.00	SAA: February 2021 Legal Services - City of Sebring
<b>Vendor SHUTTS Totals:</b>			<u>1,854.00</u>	<u>1,854.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>STITCH Armando J. de Solo III</b>									
3340	3/8/2021	3/8/2021	15.00	15.00	0.00	0.00	0.00	0.00	SAA: Logo on Shirts for Maintenance Department
<b>Vendor STITCH Totals:</b>			<u>15.00</u>	<u>15.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>SWAINE Swaine, Harris &amp; Wohl, P.A.</b>									
2161 SF	2/28/2021	3/30/2021	52.50	52.50	0.00	0.00	0.00	0.00	SAA: February 2021 Star Farms - Grant Reimbursed
2162 OC	2/28/2021	3/30/2021	6,602.50	6,602.50	0.00	0.00	0.00	0.00	SAA: February 2021 Legal Services - General On-Call Services
<b>Vendor SWAINE Totals:</b>			<u>6,655.00</u>	<u>6,655.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>Report Totals:</b>			<u><u>74,853.22</u></u>	<u><u>74,853.22</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>	



**Accounts Payable Aged Invoice Report**  
**Open Invoices - Aged by Invoice Date - As of 3/11/2021**  
**Sebring Airport Authority (FBO)**

Invoice Number	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
<b>ASCENT Ascent Aviation Group</b>									
730882	2/10/2021	3/27/2021	17,234.35	17,234.35	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
731020	2/12/2021	3/29/2021	15,540.11	15,540.11	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
732544	2/18/2021	4/4/2021	16,388.68	16,388.68	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
734195	2/28/2021	3/21/2021	18,197.81	18,197.81	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at Sebring
734197	2/24/2021	4/10/2021	14,660.57	14,660.57	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
735898	3/4/2021	4/18/2021	18,026.20	18,026.20	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
736227	3/5/2021	3/25/2021	17,404.60	17,404.60	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at Sebring
736573	3/7/2021	4/21/2021	18,016.53	18,016.53	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
S023078	3/1/2021	3/21/2021	297.50	297.50	0.00	0.00	0.00	0.00	FBO: TFBO Desktop Service Fee for Software - March 2021
<b>Vendor ASCENT Totals:</b>			<u>135,766.35</u>	<u>135,766.35</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>SWIFT Swift Fuels, LLC</b>									
1864	3/2/2021	4/1/2021	8,546.50	8,546.50	0.00	0.00	0.00	0.00	FBO: UL94_AvGas at Sebring
<b>Vendor SWIFT Totals:</b>			<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>	
<b>Report Totals:</b>			<u><u>144,312.85</u></u>	<u><u>144,312.85</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>	

**SEBRING AIRPORT AUTHORITY  
AGENDA ITEM SUMMARY**

**MEETING DATE:** February 18, 2021

**PRESENTER:** Mike Willingham

**AGENDA ITEM:** Interlocal Agreement – County – Webster Turn Projec

**BACKGROUND:** County has allocated \$186,000 for reconstruction of Webster Turn. They have also secured \$495,000 from FDOT, and submitted the required final documents to FDOT this past week. This funding will provide significant assistance in our effort to reconstruct Webster Turn.

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

**BOARD ACTION:**

APPROVED  
 DENIED  
 DEFERRED  
 OTHER

## INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT ("Agreement") is made and executed by and between Highlands County, Florida a political subdivision of the State of Florida ("the County") and the Sebring Airport Authority, a public body corporate and politic created and existing pursuant to Chapter 67-2070, Laws of Florida as amended (the "Authority")

**WHEREAS**, the County and the Authority wish to cooperate in the reconstruction and rehabilitation of Webster Turn Drive, a County maintained road located within the Sebring Regional Airport and Industrial Park (the "Project"); and

**WHEREAS**, the County is willing to assist in funding the Project; and

**WHEREAS**, the Authority is willing to assist in funding the Project; and

**WHEREAS**, the County and the Authority understand that the Florida Department of Transportation ("FDOT") may be willing to assist in funding the Project; and

**WHEREAS**, the County and the Authority are public agencies authorized to enter into this Agreement pursuant to Chapter 163, Part I, Florida Statutes,

**NOW, THEREFORE**, for and in consideration of the mutual premises set forth above and the covenants, obligations, duties and benefit herein set forth, the parties hereto agree as follows:

1. The County hereby agrees to provide \$186,000.00 (the "County Funds") toward the cost of the Project, to be used initially for the design, engineering, plan set and bidding phase of the Project (the "Planning Phase"). Any remaining County Funds will go toward construction of the Project.

2. The Authority agrees, with such assistance as may be available from FDOT, to provide the balance of the funds needed to complete the Project.

3. The Authority will follow all required procurement procedures to enter into contracts for the Project, including the contract(s) for the Planning Phase. The County shall have

no obligation to oversee or manage the Project; however, upon request of the County, the Authority shall immediately provide evidence that such proper procedures have been or are being followed.

4. The Authority will submit copies of all bills received for the Planning Phase to the County for payment, as received, up to the total of the County Funds. The County will promptly pay the same in its normal course of paying bills.

5. If the total cost of the Planning Phase is less than the County Funds, the County will remit the remainder of the County Funds to the Authority as soon as the construction phase contract has been approved and executed by the Authority and such funds shall be applied to the construction phase. Thereafter, the County shall have no further obligation hereunder.

6. The Authority, with any assistance available from FDOT, will pay the balance of the Project cost.

7. Each party hereby releases and agrees to indemnify and hold the other party and their officers, employees and agents harmless from any and all claim for damages, costs, third party claims, judgments and expense that may arise out of or be occasioned by any negligent act or omission of that party. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity and the limitations set forth in Section 768.28, Florida Statutes.

8. This Interlocal Agreement shall become effective upon execution by the Authority and the County.

9. This Interlocal Agreement has been executed pursuant to Section 163.01, et seq., Florida Statutes.

10. This Interlocal Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Interlocal Agreement shall only be valid when they have been reduced to writing duly signed by each of the parties hereto, and attached to the original of this Interlocal Agreement.

11. This Interlocal Agreement is binding upon the parties, their successors, and their assigns.

12. This Agreement is to be executed in multiple copies, each of which shall be construed as an original.

**IN WITNESS WHEREOF**, the parties have caused this Interlocal Agreement to be executed and attested by the duly authorized officers of each as of the dates set forth below.

**BOARD OF COUNTY  
COMMISSIONERS OF HIGHLANDS  
COUNTY, FLORIDA**

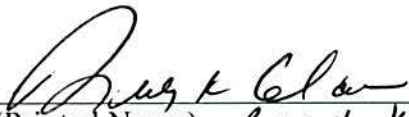
By: \_\_\_\_\_  
Scott Kirouac, Chair

Attest:

By: \_\_\_\_\_  
Jerome Kaszubowski, Clerk

Dated: \_\_\_\_\_

Two Witnesses as to the Authority:

  
\_\_\_\_\_  
(Printed Name) Beverly K. Glover

  
\_\_\_\_\_  
(Printed Name) Sandra Sodic

**SEBRING AIRPORT AUTHORITY**

By:   
\_\_\_\_\_  
Mike Willingham, Executive Director

Dated: 3.18.21

**RESOLUTION SAA 21-03**

**A RESOLUTION OF THE SEBRING AIRPORT  
AUTHORITY TO APPROVE AMENDMENT S21-02 TO  
THE 2020-2021 BUDGET.**

**WHEREAS**, The Sebring Airport Authority is required to have an operating budget; and

**WHEREAS**, said budget is to be used as a tool to project revenues, expenses, and reserves; and

**WHEREAS**, said budget is to be used as a control of costs and expenditures; and

**WHEREAS**, said budget can be amended from time to time by action of the Sebring Airport Authority Board of Directors;

**NOW, THEREFORE, BE IT RESOLVED BY A MAJORITY OF THE MEMBERS OF THE SEBRING AIRPORT AUTHORITY AS FOLLOWS:**

**SECTION 1.** The Sebring Airport Authority hereby approves the 2020-2021 Budget Amendment S21-02 as presented.

**SECTION 2.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** this 18th day of March 2021.

**SEBRING AIRPORT AUTHORITY**

**(SEAL)**

By:   
Mike Willingham, Ex. Director



**SEBRING AIRPORT AUTHORITY  
AGENDA ITEM SUMMARY**

**MEETING DATE:** March 18, 2021

**PRESENTER:** Julie Fowler, CPA

**AGENDA ITEM:** Annual Audit

**BACKGROUND:** The CRA is required to have an annual financial audit of its accounts and records completed within 12 months after the end of its fiscal year by an independent certified public accountant. Julie Fowler, a CPA with CliftonLarsonAllen LLP, has prepared and is presenting the audit.

**REQUESTED MOTION:** Approve the Audited Financial Statements as presented.

**BOARD ACTION:**

APPROVED  
 DENIED  
 DEFERRED  
 OTHER





# Sebring Airport Authority

Audit of the Fiscal Year Ended September 30, 2020

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor



# Financial Statement Overview

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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# Statement of Net Position

	<u>2020</u>	<u>2019</u>
<b>ASSETS</b>		
<b>Current:</b>		
Cash - unrestricted	\$ 2,730,827	\$ 2,748,744
Cash - restricted	283,430	205,500
Accounts rec - trade	114,445	42,514
Grants receivable	455,369	2,285,132
Other current assets	45,900	61,306
<b>Total Current Assets</b>	<u>3,629,971</u>	<u>5,343,196</u>
Property and equip, net	<u>44,117,020</u>	<u>36,723,390</u>
<b>Total Assets</b>	<b>47,746,991</b>	<b>42,066,586</b>
<b>DEFERRED OUTFLOWS OF</b>		
<b>RESOURCES - Pension Related</b>	<b>301,272</b>	<b>300,440</b>



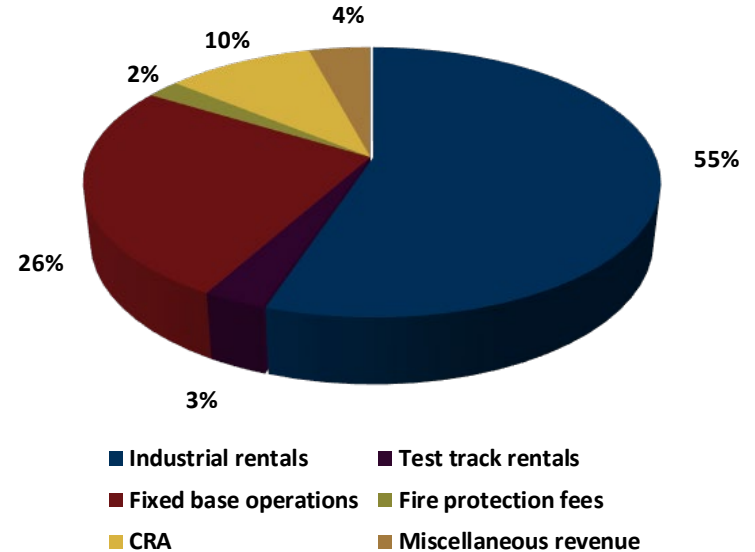
# Statement of Net Position (continued)

	<u>2020</u>	<u>2019</u>
<b>LIABILITIES</b>		
<b>Current Liabilities:</b>		
Accounts payable & accrued expenses	\$ 183,985	\$ 3,476,636
Current portion of LTD	557,173	2,296,995
Unearned revenue	245,840	272,008
Total Current Liabilities	<u>986,998</u>	<u>6,045,639</u>
Long-term debt	3,536,869	777,271
Net Pension & OPEB Liabilities	896,925	764,075
Rent deposits	283,430	205,500
Total Liabilities	<u>5,704,222</u>	<u>7,792,485</u>
<b>DEFERRED INFLOWS OF</b>		
<b>RESOURCES - Pension Related</b>	51,331	74,346
<b>NET POSITION:</b>		
Net Investment in Capital Assets	40,080,697	30,370,389
Restricted	1,805,804	14,455
Unrestricted	406,209	4,115,351
Total Net Position	<u>\$ 42,292,710</u>	<u>\$ 34,500,195</u>



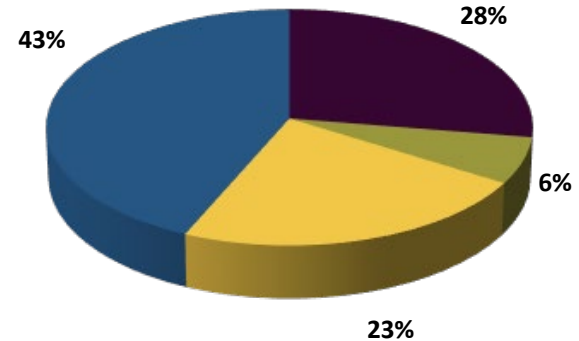
# Operating Revenue

	<u>2020</u>
<b>Operating Revenue:</b>	
Industrial rentals	<b>\$ 2,185,123</b>
Test track rentals	<b>117,133</b>
Fixed base operations	<b>1,016,491</b>
Fire protection fees	<b>87,950</b>
CRA	<b>392,301</b>
Miscellaneous revenue	<b>164,384</b>
<b>Total Operating Revenue</b>	<b><u><u>\$ 3,963,382</u></u></b>



# Operating Expenses

	<u>2020</u>
<b>Operating Expenses:</b>	
<b>Personal services</b>	<b>\$ 992,404</b>
<b>Contractual services</b>	<b>228,739</b>
<b>Professional services</b>	<b>818,027</b>
<b>General operating</b>	<b>1,566,699</b>
<b>Total Operating Expenses</b>	<b><u>\$ 3,605,869</u></b>



- Personal services
- Contractual services
- Professional services
- General operating

# Condensed Statement of Revenue, Expenses & Changes in Net Position

	<b>2020</b>	<b>2019</b>
Operating Revenue	<b>\$ 3,963,382</b>	<b>\$ 5,150,719</b>
Operating Expenses	<b>(3,605,869)</b>	<b>(4,529,251)</b>
Depreciation Expense	<b>(1,974,970)</b>	<b>(1,642,729)</b>
Net Operating Loss	<b>(1,617,457)</b>	<b>(1,021,261)</b>
Nonoperating Revenue	<b>793,802</b>	<b>3,590,186</b>
Capital Grants & Contributions	<b>8,616,170</b>	<b>3,265,831</b>
Change in Net Position	<b>7,792,515</b>	<b>5,834,756</b>
Net Position - Beginning of Year	<b>34,500,195</b>	<b>28,665,439</b>
Net Position - End of Year	<b>\$ 42,292,710</b>	<b>\$ 34,500,195</b>





# Results of Procedures

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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# Reports Issued

## Independent Auditors' Report

- Unmodified Opinion

## Government Auditing Standards

- No material weaknesses in internal control reported
- No instances of noncompliance reported

## Federal & State Grant Compliance

- Unmodified Opinion on Compliance
- No material weaknesses in internal control reported

## State Compliance

- No findings or recommendations
- Unmodified opinion on compliance with FS 218.415



## Julie S. Fowler, CPA

Signing Director

[Julie.Fowler@CLAconnect.com](mailto:Julie.Fowler@CLAconnect.com)

863-202-8116

## Sarah L. Timmons, CPA

Director

[Sarah.Timmons@CLAconnect.com](mailto:Sarah.Timmons@CLAconnect.com)

863-202-8122



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WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Johnson D Craig</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>SAA CRA</i>
MAILING ADDRESS <i>1100 NANCEVILLE AVE</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY <i>Sebring FL 33870</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
COUNTY <i>Highlands</i>	NAME OF POLITICAL SUBDIVISION: <i>SAA CRA</i>
DATE ON WHICH VOTE OCCURRED	MY POSITION IS:
	<input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filling the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Craig Johnson, hereby disclose that on 3-18-, 20 21 :

(a) A measure came or will come before my agency which (check one)

- Inured to my special private gain or loss;
- Inured to the special gain or loss of my business associate, \_\_\_\_\_;
- Inured to the special gain or loss of my relative, \_\_\_\_\_;
- Inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- Inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Invoices to be paid

Date Filed

3-18-21

Signature



NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.