

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

1:00 p.m.

**Hendricks Field  
Sebring Airside Center**

**1. OPENING ITEMS**

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

**Upcoming Meetings & Events**

<u>Date</u>	<u>Time</u>	<u>Meeting/Event</u>	<u>Location</u>
12/16/2020	1:00pm	SAA/CRA Board Meeting	Hendricks Field Center

**2. CONSENT AGENDA**

- a) Approve October 2021 Minutes
- b) Approve October 2021 Invoices

**3. MISCELLANEOUS**

**4. ACTION ITEMS**

- a) Resolution 21-14 Approving Budget Amendment S21-10

**CONTINGENT ACTION ITEMS**

**5. EXECUTIVE DIRECTOR MONTHLY SUMMARY**

- Airport Managers Report – Scott Carkeet
- FBO Report – Jason Ali

**6. BOARD OF DIRECTORS' BUSINESS**

**7. CONCERNS OF THE PUBLIC**

**8. EMERGENCY BUSINESS**

**9. 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  
October 21, 2021**

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

Pete McDevitt	-	Chairman
Mark Andrews	-	Secretary
Sid Valentine	-	Asst. Secretary
Carl Cool	-	Board Member
Terrill Morris	-	Board Member
Craig Johnson	-	Board Member

Also

Mike Willingham	-	Executive Director
Colleen Plonsky	-	Director of Finance
Bob Swaine	-	Swaine and Harris\
Jason Ali	-	Sebring Airport FBO Manager
Scott Carkett	-	Sebring Airport Manager
Kathy Rapp	-	HCB OCC
Craig Sucich	-	Avcon, Inc
Kevin McCauley	-	Atkins Global
Richard Wawrzyniak	-	Atkins Global
Chuck Carswell	-	Atkins Global
Eric Menger	-	City of Vero Beach Airport Director

**1. OPENING ITEMS**

- A.** Meeting was called to order at 1:00 p.m.
- B.** The Invocation and Pledge were led by Craig Johnson.
- C. Roll Call**  
Mark Andrews, Pete McDevitt, Carl Coe, Terrill Morris, and Craig Johnson were present for the meeting. Sid Valentine was present via TEAMS. 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. MISCELLANEOUS**

**3. CONSENT AGENDA**

**Approve the Consent Agenda:**

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

**4. ACTION ITEMS**

**A. CivilServ Contracts – Webster Turn Project and Continuing Service**

This item was presented by Mike Willingham. There was a motion by Carl Cool to approve and a second by Craig Johnson. The motion was passed with aye votes by Johnson, Cool, Morris, McDevitt, Valentine and Andrews.

**B. RFP #21-02 Mowing and Landscaping Recommendation and Award**

This item was presented by Mike Willingham. There was a motion by Craig Johnson to approve and a second by Terrill Morris. The motion was passed with aye votes by Johnson, Cool, Morris, McDevitt, Valentine and Andrews.

**C. Heartland National Bank Line of Credit Renewal**

This item was presented by Mike Willingham. There was a motion by Craig Johnson to approve and a second by Mark Andrews. The motion was passed with aye votes by Johnson, Cool, Morris, McDevitt, Valentine and Andrews.

**D. Willingham and Associates II, LLC - Lease**

This item was presented by Mike Willingham. There was a motion by Craig Johnson to approve and a second by Carl Cool. The motion was passed with aye votes by Johnson, Cool, Morris, McDevitt, Valentine and Andrews.

**E. FDOT Grant Amendment – SEF Rail Replacement Project**

This item was presented by Mike Willingham. There was a motion by Mark Andrews to approve and a second by Craig Johnson. The motion was passed with aye votes by Johnson, Cool, Morris, McDevitt, Valentine and Andrews.

**F. Resolution 21-11 Approve Budget Amendment S21-09**

This item was presented by Colleen Plonsky. There was a motion by Carl Cool to approve and a second by Terrill Morris. The motion was passed with aye votes by Johnson, Cool, Morris, McDevitt, Valentine and Andrews.

**G. ADS – CSX Side Track User Agreement**

This item was presented by Mike Willingham. There was a motion by Mark Andrews to approve and a second by Craig Johnson. The motion was passed with aye votes by Johnson, Cool, Morris, McDevitt, Valentine and Andrews.

**5. DIRECTOR REPORT**

Executive Director Mike Willingham gave his report.  
Jason Ali spoke about the Range/FBO activities.  
Scott Carkett updated the Board of Airport activities  
Craig Sucich updated the Board on Taxiway Alpha Project  
Kevin McCauley updated the Board on the Haywood Taylor Project

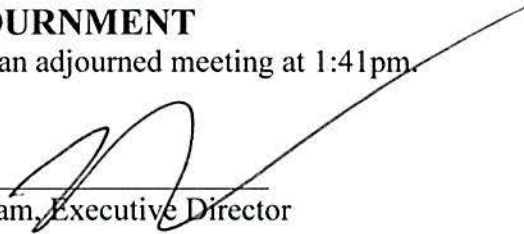
**6. BOARD OF DIRECTOR'S BUSINESS**

Carl Cool addressed the Board as to his meetings with the County regarding the reconstruction of Kenilworth Blvd. and the muck issue.

**7. CONCERNS OF THE PUBLIC**

**8. ADJOURNMENT**

Chairman adjourned meeting at 1:41pm.

  
\_\_\_\_\_  
Mike Willingham, Executive Director

11-18-21  
\_\_\_\_\_  
Approved by Board

## Invoices Paid In October 2021 Presented In November 2021 Board Meeting

DATE	SAA/FBO - PAID INVOICES	AMOUNT	DESCRIPTION
10/05/21	Air & Electrical Services, Inc.	\$323.41	SAA/FBO: Replaced Phone Line to Fuel Pumps Due to Bad Wire
10/05/21	Allied Universal Protection Service, LLC	\$13,851.67	SAA: Sept 2021 Security Service (09.01.21 - 09.30.21); Holiday Labor Day (09.06.21)
10/05/21	America's Elite Carpet Cleaning Michael Byrd	\$650.00	SAA: Stripped & Waxed Wood Floors at Runway Cafe, Includes Labor & Material
10/05/21	Cintas	\$325.87	SAA/FBO: Weekly Air Freshener Svc, Scraper Mats, Logo Mats; FBO Red Mats; FBO Uniforms for Employees
10/05/21	Copy Life Inc.	\$91.66	SAA/FBO: September 2021 Copies
10/05/21	Curren Electric Company, Inc.	\$850.00	SAA: Repair to Taxiway Circuit - Runway Lighting System
10/05/21	Daniels Cleaning and Maintenance, Inc.	\$3,200.00	SAA/FBO: September 2021 Cleaning in Terminal Building
10/05/21	Florida Department of Economic Opportunity	\$175.00	SAA: Special District Fee for SAA
10/05/21	G4S Secure Integrations, LLC	\$1,943.00	SAA: Purchase of 200 Security Gate Entry Access Cards
10/05/21	Heacock Insurance Group, Inc.	\$500.00	SAA: Continuous Foreign Trade Zone Bond Renewal #591173009
10/05/21	Jason Ali	\$118.72	FBO: Travel Reimbursement for Mileage
10/05/21	Paul's Plantscapes - Paul Valladares Jr.	\$270.00	SAA/FBO: October 2021 Plant Service
10/05/21	Preferred Governmental Insurance Trust	\$11,548.00	SAA/FBO: Workers Comp Policay: Agreement #WC FL 1 0284850 21-11 (10.01.2021 - 10.01.2022)
10/05/21	Pitney Bowes Global Financial	\$179.43	SAA: Quarterly Lease of Postage Machine
10/05/21	Qtpod - Petroleum on Demand	\$1,425.00	FBO: System for Credit Card Payments at Fuel Farm & Support Agreement - One Year; Annual Cell Plan
10/05/21	Rapid Systems	\$495.00	SAA/FBO: Monthly Internet Service
10/05/21	Ridge League of Cities, Inc.	\$250.00	SAA: Annual Membership Dues 10.01.21 - 09.30.22
10/05/21	TechHouse:Integrated	\$2,244.00	SAA: SafetyPlus Software Renewal
10/05/21	TechHouse:Integrated	\$201.85	SAA: PhishingNet: Cybersecurity & Safety Awareness Training
10/05/21	TechHouse:Integrated	\$318.75	SAA/FBO: General IT Support; Issues with Teams, Update on Computer, Outlook, Signing in/Lock Out; Issues with Employee Termination Remove Accounts, OneDrive Computer Access for FBO
10/05/21	Florida Department of Economic Opportunity	\$175.00	CRA: Special District Fee for CRA
10/05/21	Florida Redevelopment Association	\$495.00	CRA: Annual Membership Renewal
10/05/21	Stantec Consulting Services, Inc.	\$905.00	CRA: September 2021 Professional Services for SAA & Industrial Park CRA Plan Update
10/13/21	Crown Shredding	\$440.01	SAA: Shredding Services for Outdated Retention Material
10/19/21	Total Administrative Services	\$304.29	SAA: Administrative Fees for the Health Savings - Flex Spending Account for Employees - Quarterly Fees
10/19/21	Vertical Flight Society	\$750.00	SAA: Associate Corporate Annual Membership
10/19/21	Big Messages LLC	\$152.00	SAA: After Hours Telephone Answering Service
10/19/21	Bugs Bee-Ware Exterminating, Inc	\$920.00	SAA: Bi-Monthly Lawn Care
10/19/21	Bugs Bee-Ware Exterminating, Inc	\$100.00	SAA: Plant & Shrub Care
10/19/21	Coastal Fire Safety, LLC	\$1,562.50	SAA/FBO: Bldg 22 Life Safety Report & Fuel Farm Fuel Storage Recommendations
10/19/21	Light Aircraft Manufacturing Association	\$500.00	SAA: Annual Membership Dues 2021
10/26/21	Cintas	\$109.00	SAA/FBO: Monthly Agreement for AED System
10/26/21	Coastal MRO	\$94.00	FBO: Pre-Employment Screening for C. Spanks & S. Preston
10/26/21	Employers Association Forum, Inc.	\$650.00	SAA: Annual Membership Dues
10/26/21	Floridians for Better Transportation	\$500.00	SAA: 2021 Membership Renewal
10/26/21	Hanson Professional Services Inc.	\$2,500.00	SAA: Independent Fee Estimate for FAA Taxiway A-4 Design
10/26/21	International Fire Protection, Inc.	\$600.00	SAA: Performed Annual Fire Sprinkler & Backflow Inspections for Terminal Building
10/26/21	International Fire Protection, Inc.	\$512.00	SAA: Performed Annual Fire Alarm Inspection
10/26/21	Highlands News-Sun	\$118.51	SAA: Subscription Renewal for 26 Weeks of Newspaper
10/26/21	Risk Management Associates Inc.	\$104,459.50	SAA: Preferred Government Insurance Trust-Business Auto, General Liability, Crime, Inland Marine and Commercial Property Policy #PK FL 1 0284850 21-18 10/01/2021-10/01/2022
10/26/21	Risk Management Associates Inc.	\$15,547.00	SAA: Aviation Liability - Policy # 15001361 10/01/2021-10/01/2022
10/26/21	Risk Management Associates Inc.	\$750.00	SAA: Railroad Protective - Hudson Insurance Company-Policy # RRP012938811160 10/01/2021-10/01/2022
10/26/21	Risk Management Associates Inc.	\$4,590.00	SAA: Public Officials Liability. - Barkley Assurance Policy #VUMB0228371 10/01/2021-10/01/2022
10/26/21	Sport Flying USA, Inc.	\$250.00	SAA: Security Deposit Refund (T-Hangar Rental)
10/26/21	TechHouse:Integrated	\$555.50	SAA/FBO: Nov 2021 Recurring Monthly Software Fees
10/26/21	TechHouse:Integrated	\$155.00	SAA: General IT Support; Verizon App Blocked & Setup Dual Camera Access
10/26/21	TechHouse:Integrated	\$77.50	SAA: General IT Support; Setup Dual Control for Camera Access
10/26/21	Sebring Airport Authority	\$17,544.86	FBO: September 2021 Expenses Due October 2021

## Invoices Paid In October 2021 Presented In November 2021 Board Meeting

DATE	SAA/FBO - PAID INVOICES	AMOUNT	DESCRIPTION
10/27/21	The News Sun	\$277.00	SAA: Notice of Request for Proposals ITB for Weed Control Services

TOTAL PAID INVOICES: \$194,555.03

## October 2021 P-Cards

Purchase Date	Vendor Name	Amount	Description
10/5/2021	SHELL OIL 57542517701	\$33.00	FBO: Fuel for Courtesy Chevy Tahoe
10/5/2021	SHELL OIL 57542517701	\$38.00	FBO: Fuel for Courtesy Lincoln Town Car
10/5/2021	SQ DMJ WATER WORKS	\$120.00	FBO: Airport Vehicles Detailed
10/5/2021	LABORLAWCENTER, INC	\$71.94	SAA: Updated Laminated Labor Law Poster
10/5/2021	SQ DMJ WATER WORKS	\$120.00	SAA: Airport Vehicles Detailed
10/5/2021	REPUBLIC SERVICES TRASH	\$214.07	SAA/FBO: Monthly Recycling Service - Oct 2021
10/6/2021	FDLE CCHINET	\$25.00	FBO: National Pre-employment Background Check for Potential New Hire
10/6/2021	FDLE CCHINET	\$25.00	FBO: National Pre-employment Background Check for Potential New Hire
10/6/2021	WWW.SENTRYLINK.COM	\$19.95	FBO: Florida Pre-employment Background Check for Potential New Hire
10/6/2021	WCI SEBRING HAULING	\$484.10	SAA/FBO: Monthly Waste Collection - Oct 2021
10/6/2021	APEX OFFICE PRODUCTS INC	\$63.56	SAA: 4" Binders, Jan-Dec Dividers
10/7/2021	SHELL OIL 57542517701	\$32.27	FBO: Fuel for Courtesy Lincoln Town Car
10/7/2021	IN EBRIDGE, INC	\$175.00	SAA: Monthly Fee for Record Retention
10/8/2021	AMZN Mktp US 277ZU3EQ0	\$141.48	FBO: Eye Wash Stations and High Visibility Belts for Staff Use
10/8/2021	SWK TECHNOLOGIES INC	\$308.00	SAA: Monthly Fee for Mas90 Online Services - Oct 2021
10/10/2021	ADOBE ACROPRO SUBS	\$152.91	SAA: Monthly Subscriptions
10/11/2021	DISH NETWORK-ONE TIME	\$121.32	FBO: Monthly Satellite Service for Pilot's Lounge - Oct 2021
10/11/2021	SHELL OIL 57542517701	\$22.38	SAA: Fuel for Maintenance Truck
10/11/2021	SHELL OIL 57542517701	\$50.00	SAA: Fuel for Maintenance Truck
10/12/2021	HARBOR FREIGHT TOOLS 538	\$22.95	FBO: Two Electrical Tape 10 Packs; RTV Silicone, Spreader for General Maintenance
10/12/2021	Vrbo HA8LK53N	\$720.70	SAA: Housing for the Control Tower Sebring March Races
10/13/2021	AIRBNB HMCCSTXMNM	\$187.18	SAA: Housing for Life Safety Inspector - Sebring March Races
10/13/2021	TRTAX&ACTGPROFESSIONAL	\$276.00	SAA: Fixed Asset Software Monthly Subscription
10/14/2021	SHELL OIL 57542517701	\$38.50	FBO: Fuel for Courtesy Lincoln Town Car
10/14/2021	SHELL OIL 57542517701	\$45.25	FBO: Fuel for Courtesy Chevy Tahoe
10/15/2021	VERIZONWRLSS RTCCR VB	\$887.45	SAA/FBO: Monthly Mobile Service - Oct 2021
10/15/2021	SHELL OIL 57542517701	\$65.00	SAA: Fuel for Maintenance Truck
10/15/2021	VERIZONWRLSS RTCCR VB	\$712.56	SAA/FBO: Monthly Mobile Service - Oct 2021
10/15/2021	THE HOME DEPOT #6340	\$158.18	SAA: Lights for Fuel Farm Crack Fill for Prop Strike on Runway Asphalt Patch for Carroll Shelby and Haywood Taylor
10/18/2021	WAL-MART #0666	\$1,737.76	FBO: Three 4K HDTVs, Two Surge Protectors, Storage Bags
10/19/2021	APEX OFFICE PRODUCTS INC	\$183.28	SAA: Laser Ink Cartridges, Gel Pens
10/20/2021	APEX OFFICE PRODUCTS INC	\$301.88	FBO: Paper Towels for Airport Bathrooms; Copy Paper for Office Use
10/21/2021	AMZN MKTP US 2Y1TR8HS0 AM	\$76.76	FBO: Shirts for CSR's; Two Mouse Pads
10/21/2021	AMZN MKTP US 2Y2NH9BS0 AM	\$81.98	FBO: Office Blazers for CSR's
10/21/2021	AMZN Mktp US 2Y5BB08U1	\$44.49	FBO: Office Blazer for CSR
10/21/2021	SHELL OIL 57542517701	\$62.00	SAA: Fuel for Maintenance Truck
10/21/2021	FIS OUTDOOR	\$25.00	SAA: Micro Jets for Flag Pole Irrigation



## October 2021 P-Cards

Purchase Date	Vendor Name	Amount	Description
10/22/2021	AMAZON.COM 2Y28F1DX0 AMZN	\$60.64	FBO: Emergency Eye Wash Station Saline Solution
10/22/2021	CAPTAIN HAWK DESIGNS	\$347.88	FBO: 12 Safety Vest for Line Techs
10/22/2021	J2 EFAX SERVICES	\$169.50	SAA: Annual Subscription for E-faxing
10/22/2021	LOOPNET INC	\$104.00	SAA: Online SAA Realty Listing Company
10/23/2021	BECKER AND ASSOCIATES, IN	\$78.06	FBO: Specialized Envelopes to Store Filter Element Monitor Test Results
10/23/2021	GLOBAL FUELING SYSTEMS IN	\$115.61	FBO: Printer Cartridge Ribbon for Fuel Farm Pneumercator
10/23/2021	JOHN M ELLSWORTH CO INC	\$180.46	FBO: Two Underwing Fueling Nozzle Dust Covers for Jet-A Fuel Trucks
10/25/2021	AIRCRAFT SPRUCE AND SPEC	\$69.26	FBO: Concentrated Lavatory Treatment Fluid for Servicing Aircraft
10/25/2021	AIRCRAFT SPRUCE AND SPEC	\$93.45	FBO: Rectangular Spout Nozzle Dust Covers for JET-A Overwing Fuel Nozzles
10/26/2021	FDLE CCHINET	\$25.00	FBO: National Pre-employment Background Check for Potential New Hire
10/26/2021	FDLE CCHINET	\$25.00	FBO: National Pre-employment Background Check for Potential New Hire
10/26/2021	WWW.SENTRYLINK.COM	\$19.95	FBO: Florida Pre-employment Background Check for Potential New Hire
10/26/2021	WWW.SENTRYLINK.COM	\$19.95	FBO: Florida Pre-employment Background Check for Potential New Hire
10/26/2021	HARBOR FREIGHT TOOLS 538	\$20.25	FBO: Storage Bucket and Lid for QC Testing; Storage Box for Round Spout Nozzle Storage when Not in Use
10/26/2021	WM SUPERCENTER #666	\$35.28	FBO/SAA: Water Bottles Purchased for FBO Customers
10/27/2021	AMZN Mktp US J992A7693	\$25.93	SAA: Key Box for Maintenance Truck
10/28/2021	SUNBIZ.ORG FILING	\$61.25	SAA: Update US Sport Aviation Institution Non-Profit Annual Report
10/28/2021	SHELL OIL 57542517701	\$82.00	SAA: Fuel for Maintenance Truck
10/28/2021	W & W LMB LAKE PLACID	\$21.98	SAA: Caution Tape
10/29/2021	SEVEN SEBRING RACEWAY HO	\$33.95	SAA: Lunch Executive Director and P.McDevitt with Prospect
10/30/2021	ADVANCE AUTO PARTS #9524	\$16.99	FBO: Fuel Filter for Jet A Truck
10/30/2021	SHELL OIL 57542517701	\$40.44	SAA: Fuel for Security Car
11/1/2021	8072 EW-SEBRING	\$220.00	SAA: Fluke for Measuring Current on Runway Lights
11/2/2021	THE HOME DEPOT #6340	\$153.38	SAA: Spray Bottles for FBO Volt Meter for Maintenance Asphalt Patch for Pot Holes
11/2/2021	TRTAX&ACTGPROFESSIONAL	\$420.00	SAA: Annual License Renewal for Fixed Asset Software

**Total Due: \$10,285.11**

**Accounts Payable Aged Invoice Report**  
**Open Invoices - Aged by Invoice Date - As of 11/30/2021**  
**Sebring Airport Authority (SAA)**

Invoice Number	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
<b>A&amp;ESERV Air &amp; Electrical Services, Inc</b>									
1592-143158	10/21/2021	11/20/2021	157.99	0.00	157.99	0.00	0.00	0.00	SAA: Service Call for Bldg 103, Clean 2 Mitsubishi Ductless Heads and Coil, Test Equipment per Mitsubishi Tech Support
<b>Vendor A&amp;ESERV Totals:</b>			<u>157.99</u>	<u>0.00</u>	<u>157.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>AGILIT Agilittech Solutions LLC</b>									
1220	10/31/2021	12/10/2021	696.00	0.00	696.00	0.00	0.00	0.00	SAA/CRA: Document Remediation for Oct 2021
<b>Vendor AGILIT Totals:</b>			<u>696.00</u>	<u>0.00</u>	<u>696.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>ALLEN Allen Enterprises, Inc.</b>									
0069669-IN	11/1/2021	12/1/2021	4,209.76	4,209.76	0.00	0.00	0.00	0.00	SAA: Runway Lights - 12 L861 EMIS LED 14"
<b>Vendor ALLEN Totals:</b>			<u>4,209.76</u>	<u>4,209.76</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>ALLIED Universal Protection Service, LLC</b>									
11957529 OCT 2021	10/31/2021	11/30/2021	13,371.82	0.00	13,371.82	0.00	0.00	0.00	SAA: Oct 2021 Security Services
<b>Vendor ALLIED Totals:</b>			<u>13,371.82</u>	<u>0.00</u>	<u>13,371.82</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>AROMA Aroma Coffee</b>									
0112969050	10/28/2021	11/27/2021	1,053.06	0.00	1,053.06	0.00	0.00	0.00	SAA/FBO: Coffee Station & Cleaning Supplies Replenished
<b>Vendor AROMA Totals:</b>			<u>1,053.06</u>	<u>0.00</u>	<u>1,053.06</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>ATKINS Atkins</b>									
1960294 WILD	10/31/2021	11/30/2021	736.38	0.00	736.38	0.00	0.00	0.00	SAA: Oct 2021 Wildlife Hazard Assessment - Grant Reimbursed
1960295 OC	10/31/2021	11/30/2021	10,118.20	0.00	10,118.20	0.00	0.00	0.00	SAA: Oct 2021 General On-Call Services
1960295-A SF	10/31/2021	11/30/2021	9,427.50	0.00	9,427.50	0.00	0.00	0.00	SAA: Oct 2021 Star Farms - Grant Reimbursed
1960295-B HT	10/31/2021	11/30/2021	17,010.00	0.00	17,010.00	0.00	0.00	0.00	CRA: Oct 2021 Haywood Taylor Roadway Rehabilitation
1960296 RAIL	10/31/2021	11/30/2021	3,147.73	0.00	3,147.73	0.00	0.00	0.00	SAA: Oct 2021 SEF CSX Rail Spur Phase 2 - Grant Reimbursed
<b>Vendor ATKINS Totals:</b>			<u>40,439.81</u>	<u>0.00</u>	<u>40,439.81</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>AVCON Avcon, Inc.</b>									
121131 OC	10/31/2021	11/30/2021	720.00	0.00	720.00	0.00	0.00	0.00	SAA: Oct 2021 General On-Call Services
121133 RAIL	10/31/2021	11/30/2021	10,771.27	0.00	10,771.27	0.00	0.00	0.00	SAA: Oct 2021 SEF CSX Rail Spur Phase 2 - Grant Reimbursed
121134 TAXIWAY	10/31/2021	11/30/2021	37,653.90	0.00	37,653.90	0.00	0.00	0.00	SAA: Oct 2021 - Taxiway A4 Realignment Design - Grant Reimbursement
<b>Vendor AVCON Totals:</b>			<u>49,145.17</u>	<u>0.00</u>	<u>49,145.17</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>BRYAN Eric T. Zwayer Tax Collector</b>									
2021 CATTLE LEASE	11/9/2021	11/9/2021	2,860.32	2,860.32	0.00	0.00	0.00	0.00	SAA: Ad Valorem Tax- 2021 Cattle Lease
2021 T-HANGARS	11/1/2021	12/31/2021	36,676.20	36,676.20	0.00	0.00	0.00	0.00	SAA: Ad Valorem Tax- 2021 T-Hangar
<b>Vendor BRYAN Totals:</b>			<u>39,536.52</u>	<u>39,536.52</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 11/30/2021**  
**Sebring Airport Authority (SAA)**

Invoice Number	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
<b>CINTAS Cintas</b>									
4099932556	10/27/2021	11/26/2021	307.51	0.00	307.51	0.00	0.00	0.00	SAA/FBO: Weekly Air Freshener Svc, Scraper Mats, Logo Mats; FBO Red mats; FBO Uniforms
4100633603	11/3/2021	12/3/2021	653.11	653.11	0.00	0.00	0.00	0.00	SAA/FBO: Logo Mats, Scraper Mats, Air Freshener/Disp, Soap/Disp, GermX/Disp; FBO Uniforms : FBO Red Mats
<b>Vendor CINTAS Totals:</b>			<u>960.62</u>	<u>653.11</u>	<u>307.51</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>DIANARI Diana Ries Designs, Inc.</b>									
13768 OCT 2021	10/31/2021	11/30/2021	1,129.00	0.00	1,129.00	0.00	0.00	0.00	SAA/CRA/YAZ: Oct 2021 Website Updates
<b>Vendor DIANARI Totals:</b>			<u>1,129.00</u>	<u>0.00</u>	<u>1,129.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>FEC Federal Express Corporation</b>									
7-553-01665	11/2/2021	12/17/2021	7.17	7.17	0.00	0.00	0.00	0.00	SAA: Express Shipping
<b>Vendor FEC Totals:</b>			<u>7.17</u>	<u>7.17</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>JACKS Jack's Lawn Service</b>									
1780 NOV 2021	11/1/2021	11/30/2021	7,750.00	7,750.00	0.00	0.00	0.00	0.00	SAA: November 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>MARMER Marmer Construction, Inc</b>									
16479	10/26/2021	11/25/2021	8,310.00	0.00	8,310.00	0.00	0.00	0.00	SAA: Terminal Equipment Pads for AC Units; Scope of Work Including Site Demo, Slab on Grade Pads & Plumbing
16480	10/29/2021	11/28/2021	2,500.00	0.00	2,500.00	0.00	0.00	0.00	SAA: Material and Labor to Repair Building 22 Roof, Materials and Labor Included
<b>Vendor MARMER Totals:</b>			<u>10,810.00</u>	<u>0.00</u>	<u>10,810.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>NATA 1 National Air Transportation Association</b>									
651	9/30/2021	1/15/2022	378.00	0.00	0.00	378.00	0.00	0.00	FBO: 2022 Membership 1/1/2022 -12/31/202
<b>Vendor NATA 1 Totals:</b>			<u>378.00</u>	<u>0.00</u>	<u>0.00</u>	<u>378.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>SCC GreaterSebring Chamber of Comm</b>									
348	11/1/2021	1/1/2022	150.00	150.00	0.00	0.00	0.00	0.00	SAA: 2022 Membership Dues
<b>Vendor SCC Totals:</b>			<u>150.00</u>	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>SHUTTS Shutts &amp; Bowen, LLP</b>									
1592879 SF	10/31/2021	11/30/2021	150.00	0.00	150.00	0.00	0.00	0.00	SAA: Oct 2021 Star Farms - Grant Reimbursed
<b>Vendor SHUTTS Totals:</b>			<u>150.00</u>	<u>0.00</u>	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>SWAINE Swaine, Harris &amp; Wohl, P.A.</b>									
4240 OC	10/31/2021	11/30/2021	7,460.50	0.00	7,460.50	0.00	0.00	0.00	SAA: Oct 2021 General On-Call Services
<b>Vendor SWAINE Totals:</b>			<u>7,460.50</u>	<u>0.00</u>	<u>7,460.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>Report Totals:</b>			<u>177,405.42</u>	<u>52,306.56</u>	<u>124,720.86</u>	<u>378.00</u>	<u>0.00</u>	<u>0.00</u>	

**Accounts Payable Aged Invoice Report**  
**Open Invoices - Aged by Invoice Date - As of 11/30/2021**  
**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>									
794057	10/25/2001	11/14/2021	23,384.57	0.00	23,384.57	0.00	0.00	0.00	FBO: Jet-A Fuel at Sebring
796773	11/4/2021	11/24/2021	23,401.88	23,401.88	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at Sebring
797184	11/8/2021	12/23/2021	17,970.70	17,970.70	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
M262270	11/1/2021	11/11/2021	46.00	46.00	0.00	0.00	0.00	0.00	FBO: Nov 2021 VX520 Comm Fee & Warranty
M262759	11/8/2021	11/28/2021	125.35	125.35	0.00	0.00	0.00	0.00	FBO: WingPoints Issued through 10.05.21
S028323	11/1/2021	11/21/2021	297.50	297.50	0.00	0.00	0.00	0.00	FBO: TFBO Desktop Service Fee for Software
<b>Vendor ASCENT Totals:</b>			<u>65,226.00</u>	<u>41,841.43</u>	<u>23,384.57</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>GIBSON Gibson Aviation Services Inc.</b>									
5193	11/5/2021	11/20/2021	1,302.00	1,302.00	0.00	0.00	0.00	0.00	FBO: New Jet-A Fuel Nozzle for Fuel Farm at Sebring
<b>Vendor GIBSON Totals:</b>			<u>1,302.00</u>	<u>1,302.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>SWIFT Swift Fuels, LLC</b>									
1976	11/2/2021	12/2/2021	6,977.20	6,977.20	0.00	0.00	0.00	0.00	FBO: UL94_AvGas
<b>Vendor SWIFT Totals:</b>			<u>6,977.20</u>	<u>6,977.20</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>Report Totals:</b>			<u><u>73,505.20</u></u>	<u><u>50,120.63</u></u>	<u><u>23,384.57</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	

**RESOLUTION SAA 21-14**

**A RESOLUTION OF THE SEBRING AIRPORT  
AUTHORITY TO APPROVE AMENDMENT S21-10 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 S21-10 as presented.

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

**PASSED AND ADOPTED** this 18<sup>th</sup> day of November 2021.

**SEBRING AIRPORT AUTHORITY**



By:   
Mike Wifingham, Ex. Director

**SEBRING AIRPORT AUTHORITY**  
**BUDGET AMENDMENT# S21-10**  
**EFFECTIVE ACCOUNTING PERIOD: SEPTEMBER 2021**


11/18/2021

SUBMITTED BY: Colleen Plonsky  
 SIGNED BY: 

REVENUE CENTER	ACCOUNT	ACCOUNT NAME	PRIOR BUDGET AS OF 8/31/21	INCREASE	DECREASE	REVISED BUDGET	Reason:
SAA	331-620-112	FAA Grant Rev - Taxiway A4 Realign Design	\$ -	\$ 2,824.04		\$ 2,824.04	Not Budgeted
SAA	342-200-SAA	Fire Protection Fees	\$ 95,320.00	\$ 1,680.00		\$ 97,000.00	Budget Understated
SAA	362-020-SAA	Rental Income- T/Comm Hangars	\$ 110,000.00	\$ 2,000.00		\$ 112,000.00	Budget Understated
FBO	344-001-FBO	FBO Jet A Sales	\$ 750,000.00	\$ 16,000.00		\$ 766,000.00	Budget Understated
FBO	344-005-FBO	FBO UL94-Mogas Sales	\$ 36,000.00	\$ 2,000.00		\$ 38,000.00	Budget Understated
FBO	344-008-FBO	FBO Military Jet A Sales	\$ 420,000.00	\$ 4,000.00		\$ 424,000.00	Budget Understated
FBO	344-009-FBO	FBO Oil Sales	\$ 6,600.00	\$ 100.00		\$ 6,700.00	Budget Understated
<b>Total Revenue Increase/Decrease</b>			<b>\$ 1,417,920.00</b>	<b>\$ 28,604.04</b>		<b>\$ 1,446,524.04</b>	
<b>COST CENTER (expenses)</b>							
FBO	512-001-FBO	FBO COGS-Fuel	\$ 1,046,100.00	\$ 12,000.00		\$ 1,058,100.00	Budget Understated
FBO	512-007-FBO	COGS-UL94-Mogas	\$ 30,410.00	\$ 4,590.00		\$ 35,000.00	Budget Understated
FBO	512-021-FBO	FBO Payroll Taxes	\$ 13,000.00	\$ 2,000.00		\$ 15,000.00	Budget Understated
FBO	512-022-FBO	FBO Retirement	\$ 20,000.00	\$ 11,000.00		\$ 31,000.00	Budget Understated
FBO	512-031-FBO	FBO Professional Services	\$ 7,300.00	\$ 300.00		\$ 7,600.00	Budget Understated
FBO	512-041-FBO	FBO Communications/Telephone	\$ 13,000.00	\$ 1,000.00		\$ 14,000.00	Budget Understated
FBO	512-043-FBO	FBO Utilities	\$ 10,000.00	\$ 1,000.00		\$ 11,000.00	Budget Understated
FBO	512-048-FBO	FBO Marketing & Promotion	\$ 400.00	\$ 200.00		\$ 600.00	Budget Understated
SAA	512-011-SAA	SAA Executive Salaries	\$ 145,000.00	\$ 6,000.00		\$ 151,000.00	Budget Understated
SAA	512-016-SAA	Cafeteria Plan Expense	\$ 1,800.00	\$ 200.00		\$ 2,000.00	Budget Understated
SAA	512-021-SAA	SAA Gen Govt Payroll Taxes	\$ 33,000.00	\$ 8,000.00		\$ 41,000.00	Budget Understated
SAA	512-022-SAA	SAA-Retirement	\$ 80,000.00	\$ 26,000.00		\$ 106,000.00	Budget Understated
SAA	512-035-SAA	SAA Engineering Services	\$ 230,000.00	\$ 13,000.00		\$ 243,000.00	Budget Understated
SAA	512-046-SAA	SAA Repairs & Maint	\$ 145,000.00	\$ 5,000.00		\$ 150,000.00	Budget Understated
SAA	512-052-SAA	SAA Operating Supplies	\$ 10,000.00	\$ 1,000.00		\$ 11,000.00	Budget Understated
SAA	512-054-SAA	SAA Books, Publications, & Dues	\$ 13,000.00	\$ 500.00		\$ 13,500.00	Budget Understated
SAA	512-060-SAA	SAA Software, Related Agreements	\$ 31,000.00	\$ 3,000.00		\$ 34,000.00	Budget Understated
SAA	512-088-SAA	SAA Operating Expense-Wildlife Hazard Assessment	\$ -	\$ 99,943.89		\$ 99,943.89	Not Budgeted
<b>Total Expenses Increase/Decrease</b>			<b>\$ 1,829,010.00</b>	<b>\$ 194,733.89</b>		<b>\$ 2,023,743.89</b>	
<b>Capital Expenditures Adjustments</b>							
			Prior Month Budgeted Operating Reserve	Current Month Revenue - Inc/(Dec)	Current Month Expense - Inc/(Dec)	Revised Budgeted Operating Reserve	
			\$2,976,474.32	\$ 28,604.04	\$ 194,733.89	\$2,810,344.47	

REQUEST #: S21-10

TRANSFER TYPE:  
 ITEM TO ITEM  
 OPERATING RESERVE  
 BY RESOLUTION # SAA 21-14

BOARD APPROVAL:  
 Executive Director 

# Executive Director's REPORT

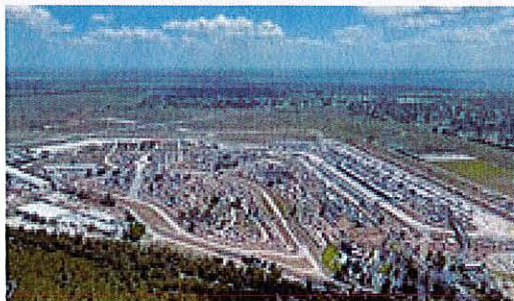


HAPPY  
*Thanksgiving*



## INSIDE

- Giving Thanks...
- USDA Wildlife Management
- Sebring International Raceway
- 82nd Aerobatic Championships
- Haywood Taylor Update



## USDA WILDLIFE MANAGEMENT MISSION AT SEBRING AIRPORT

USDA recently used Sebring Regional Airport as home base for a multi county wildlife management mission lasting over nine days. The purpose of mission was to survey feral hog populations and other wildlife management issues. They used a 1968, former Vietnam era helicopter now known as a Hughes 500 (like the one shown). The helicopter was manufactured in 1969 and looked brand new!



### **The 82nd Sebring Aerobatic Championships were held at Sebring Regional Airport November 5th and 6th.**

Unfortunately, the weather was uncooperative, and the event was canceled on Saturday mid-day.

We are currently looking at a new location on the Airport for the event. This is due to increased operations at the Airport and maintenance operations at Aeromed. Event participants and guests are walking to event site, which requires them to travel through ramp occupied by Aeromed. For this event, the risk was mitigated by FBO and Airport staff providing transportation to and from the event site.



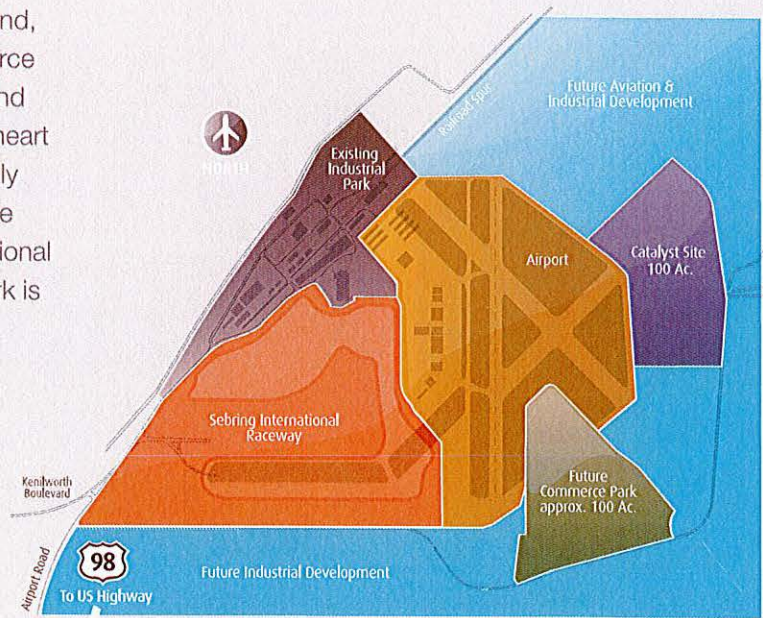


Sebring Regional Airport  
 128 Authority Lane  
 Sebring, Florida 33870  
[www.sebring-airport.com](http://www.sebring-airport.com)  
 863.655.6444

**With strategic access** to major markets by land, sea and air—Sebring Regional Airport and Commerce Park offers a wide range of business advantages and incentives to support your company's future. In the heart of Central Florida, the 2,000-acre park is conveniently situated within a 150-mile radius of 85 percent of the state's population. Already home to Sebring International Raceway, a premier sports car racing facility, the park is uniquely positioned to accelerate your business.

**SITE MAP**

- Future Development
- Catalyst Site
- Future Commerce Park
- Existing Industrial Park
- Airport
- Sebring International Raceway



**ACCELERATE YOUR BUSINESS'S POTENTIAL**

# 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' SINTEREST**

I, Craig Johnson, hereby disclose that on 11-18, 2021:


(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 11-18-210

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.