

**Sebring Airport Authority
Board Meeting Agenda
June 20, 2024**

1:30 p.m.

**Hendricks Field
Sebring Airside Center**

1. OPENING ITEMS

- a) **Call to Order**
- b) **Pledge of Allegiance and Invocation**
- c) **Roll Call**
- d) **Announcements**

Upcoming Meetings & Events

<u>Date</u>	<u>Time</u>	<u>Meeting/Event</u>	<u>Location</u>
7/04-05/2024		4 th of July – Offices will be closed	
7/18/2024	1:30pm	SAA/CRA Board Meeting	Hendricks Field Center

2. CONSENT AGENDA

- a) Approve May 2024 Minutes and Invoices

3. MISCELLANEOUS

4. ACTION ITEMS

- a) Contract Amendment for AtinsRéalís – Reducing CEI Fee for Apron Phase II Project
- b) Resolution 24-07 Approving Budget Amendment S24-05

CONTINGENT ACTION ITEMS

- Taxiway Delta – FAA BIL Grant – Design Only

5. EXECUTIVE DIRECTORS' REPORT

- FBO Report – Andrew Bennett
- Highlands County School Board – Update on Highlands County Aviation & Aerospace Program
- AtkinsRéalís – Advanced Air Mobility Vertiport Presentation

6. BOARD OF DIRECTORS' BUSINESS

- Form One – Due Electronically by July 1st

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 Jami Olive, Sebring Airport Authority at 863-314-1317.

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

**SEBRING AIRPORT AUTHORITY
BOARD MEETING
May 16, 2024**

The Sebring Airport Authority Board of Directors held a scheduled Board Meeting on May 16, 2024, at 1:31 p.m. in person and by telephone-technology conference call. A quorum was met with the following in attendance:

Pete McDevitt	-	Chairman
Stanley Wells	-	Vice Chairman
D. Craig Johnson	-	Secretary
Carl Cool	-	Assistant Secretary
Jason Dunkel	-	Board Member
Mark Andrews	-	Board Member

Also

Mike Willingham	-	Executive Director
Andrew Bennett	-	Deputy Director
Jami Olive	-	Executive Assistant
Colleen Plonsky	-	Director of Finance
Bob Swaine	-	Swaine, Harris & Wohl
Jack Thompson	-	Avcon, Inc.
Kevin McCauley	-	AtkinsRéalís
Joann Gaskins	-	Career Source Highlands
Craig Sucich	-	RS&H
Yarima Cuencas	-	Highlands County Board of County Commissioners
Jarlath O'Brien	-	Commercial Hangar Tenant
Derrick O'Brien	-	Commercial Hangar Tenant

1. OPENING ITEMS

- A.** Meeting was called to order at 1:31 p.m. by chairman Mark Andrews.
- B.** Bob Swaine led the Invocation and led the Pledge.
- C. Roll Call**
Mark Andrews, Carl Cool, D, Jason Dunkel, D. Craig Johnson Pete McDevitt, and Stanley Wells were present for the meeting. Terrill Morris was absent.
- D. Election of Officers**
Carl Cool made a motion to elect the following officers: Peter McDevitt as Chairman, Stanley Wells as Vice Chairman, D. Craig Johnson as Secretary, and Carl Cool as Assistant Secretary. There was a motion by Peter McDevitt to

approve the officer elections with a second by D. Craig Johnson. The motion was passed unanimously.

At this time, Mark Andrews passed the gavel to Peter McDevitt.

E. Announcements

Mark Andrews announced that at the mediation held on May 6th between the Sebring Airport Authority and Spring Lake Improvement District nothing happened and Bob Swaine stated we will just continue with the lawsuit.

Peter McDevitt announced the offices will be closed on May 27th for Memorial Day. Also, that next board meeting will be held Thursday, June 20th at 1:30pm.

2. CONSENT AGENDA

Approve the Consent Agenda:

There was a motion by D. Craig Johnson to approve the Consent Agenda with a second by Carl Cool. The motion was passed unanimously.

3. MISCELLANEOUS

4. ACTION ITEMS

A. Rexair Lease – Apron Area

This item was presented by Andrew Bennett. There was a motion by Stanley Wells to approve the item with a second by D. Craig Johnson. The motion was passed unanimously.

B. Advanced Drainage Systems – 9th Amendment to Lease

This item was presented by Andrew Bennett. There was a motion by Stanley Wells to approve the item with a second by Carl Cool. The motion was passed unanimously.

C. FDOT Public Transportation Grant Agreement (PTGA) Amendment #1 – Design & Construct Terminal Apron High Mast Lighting SAFE Funded Grant

This item was presented by Andrew Bennett. There was a motion by D. Craig Johnson to approve the item with a second by Carl Cool. The motion was passed unanimously.

D. FDOT Public Transportation Grant Agreement (PTGA) – Design Partial Parallel Taxiway D Project

This item was presented by Andrew Bennett. There was a motion by Mark Andrews to approve the item with a second by Jason Dunkel. The motion was passed unanimously.

E. Resolution 24-04 FAA Grants Electronic Execution

This item was presented by Andrew Bennett. There was a motion by D. Craig Johnson to approve the item with a second by Mark Andrews. The motion was passed unanimously.

F. Resolution 24-05 FDOT Grants Electronic Execution

This item was presented by Andrew Bennett. There was a motion by D. Craig Johnson to approve the item with a second by Mark Andrews. The motion was passed unanimously.

G. Resolution 24-06 Approving Budget Amendment S24-04

This item was presented by Colleen Plonsky. There was a motion by Stanley Wells to approve the item with a second by Carl Cool. The motion was passed unanimously.

CONTINGENT ACTION ITEMS

Andrew Bennett stated the item under contingent would be tabled to the June 20th meeting.

5. DIRECTOR REPORT

Deputy Director Andrew Bennett updated the Board on FBO, staffing and Range activities.

Jack Thompson with Avcon presented to the board potential locations for future Bulk Hangar including potential costs of building. Discussion was held.

6. DIRECTOR'S BUSINESS

7. CONCERNS OF THE PUBLIC

Commercial tenant, O'Brien Helicopters, spoke in regards to lease renewal.

8. ADJOURNMENT

Chairman adjourned meeting at 3:01 pm.


Mike Wiltingham, Executive Director

6.20.24
Approved by Board

Invoices Paid in April 2024 Presented in May 2024 Board Meeting

Date	SAA/FBO - Paid Invoices	Amount	Description
5/1/2024	Diana Ries Designs, Inc.	\$1,910.00	SAA: March 2024 Website Updates
5/2/2024	Seven Sebring Raceway Hotel	\$2,970.45	SAA: Space/Catering for Retirement Event Funded by Haywood Taylor Fund
5/6/2024	Ascent Aviation Group	\$1,940.00	FBO: Jet-A Fuel Additive Drum @ Sebring
5/7/2024	Fraser Auto Repair, Inc. dba	\$1,497.42	FBO: Service Call; Repairs to Jet Fueling Trucks
5/7/2024	Cintas	\$271.92	SAA/FBO: Weekly Svc Aircare, Mats, Soap, Germ-X
5/7/2024	Cintas	\$122.00	SAA/FBO: Monthly Agreement for AED System
5/7/2024	CrawfordTech Government Solutions LLC	\$1,003.20	SAA/CRA: April 2024 & Audited Financial Statement / ADA Compliance
5/7/2024	Beverly Glarner	\$140.99	SAA: Monthly Internet Service - Executive Assistant Home Office
5/7/2024	John Kraft	\$242.50	SAA: Prep & Prime Galleria Wall for Mural for Major McGuire
5/7/2024	Leaf Capital Funding, LLC	\$457.26	SAA/FBO: Lease of Copy Machines
5/7/2024	Mastry Engine Center LLC	\$1,527.36	FBO: Repairs to X Generators
5/7/2024	Paul C Valladares Jr	\$270.00	SAA/FBO: May 2024 Plant Service
5/7/2024	Rapid Systems	\$638.95	SAA/FBO: May 2024 Monthly Internet Service
5/7/2024	TechHouse:Intergrated	\$175.00	SAA: General IT Support; Vonage Phone Systems
5/14/2024	Air & Electrical Services, Inc	\$270.18	SAA: Service Call; Cafe Exhaust Fan Faulty, Replaced Belt
5/14/2024	Eric T. Zwyer Tax Collector	\$276.60	SAA: Registration Renewal for All Vehicles
5/14/2024	Bugs Bee-Ware Ext., Inc.	\$400.00	SAA: Stinging Insect Control for Bees
5/14/2024	Peace River Electric Co-Op	\$200.00	FBO: Electricity for APBR
5/14/2024	Petty Cash Reimbursement	\$500.03	SAA: Petty Cash Reimbursement 05.14.24
5/14/2024	TechHouse:Intergrated	\$43.75	SAA: General IT Support; Set up AP/AR Mailboxes
5/14/2024	Stantec Consulting Services, Inc.	\$920.00	CRA: Community Redevelopment Plan Update
5/17/2024	Val Avionics LTD	\$2,100.00	SAA: AWOS 2000 Transmitter Item 0800110-1
5/21/2024	Pitney Bowes Global Financial	\$500.00	SAA: Postage Refill for Metered Postage Machine
5/21/2024	Big Messages LLC	\$169.32	SAA/FBO: After Hours Telephone Answering Service
5/21/2024	Bruhn, Alex	\$541.59	SAA: Refund of Unused May rent & Security Deposit for T-Hangar Rental
5/21/2024	Bates Security dba Central Security & Elect., Inc	\$13,043.30	SAA: Final Installation of the Fire System at the Turf Care Supply Bldg.
5/21/2024	Coastal MRO	\$101.00	SAA/FBO: Random & Pre-Employment Drug Screening
5/21/2024	Department of Management Svcs.	\$293.87	SAA/FBO: April 2024 Audio, Long Distance and Local Service
5/21/2024	Hendricks Field Aviation, LLC	\$200.00	SAA: Refund of Security Deposit for T-Hangar Rental
5/21/2024	The News Sun	\$360.20	SAA: Special Meeting Notice for Retirement Luncheon; Request for Proposal Rep #24-02 Property & Casualty Insurance
5/21/2024	TechHouse:Intergrated	\$33.75	SAA: General IT Support; Changing Assignments to Other Users
5/21/2024	Pablo Terreros	\$200.00	SAA: Refund of Security Deposit for T-Hangar Rental
5/21/2024	John Rousch	\$200.00	SAA: Refund of Security Deposit for T-Hangar Rental
5/21/2024	Robert Vanderploeg	\$100.00	SAA: Refund of Security Deposit for T-Hangar Rental
5/23/2024	Dustin Dennis	\$450.00	SAA: Detailing of Airport Vehicles
5/24/2024	Deluxe for Business	\$500.47	SAA: Bank Laser Checks (1,000)
5/28/2024	Cintas Corporation No. 2 dba	\$312.68	FBO: First Aid Cabinet Replenishment
5/28/2024	Craig D Curtis	\$100.00	SAA: Rekeyed 4 Locks for 2 Hangars
5/28/2024	Bugs Bee-Ware Ext., Inc.	\$330.00	SAA: Palm Trees Health and Maintenance
5/28/2024	C & C Plumbing, Inc.	\$366.91	SAA: Repaired Broken Line By Side of Warehouse Building
5/28/2024	Florida Airfield Maintenance	\$9,075.00	SAA: Runway 1 Threshold Stripes, Designation Correction, Removal and Restripe, Paint Removal and Water Blasting
5/28/2024	TechHouse:Intergrated	\$1,514.25	SAA/FBO: Monthly Recurring Software Fees
5/30/2024	Ascent Aviation Group	\$19.60	FBO: WingPoints Issued through 5.10.24
5/31/2024	Heartland National Bank, N.A.	\$30.00	SAA: Remote Desktop Check Reader Monthly Fee

Total Paid: \$46,319.55

May 2024 P-Cards

Purchase Date	Vendor Name	Amount	GL: Description
5/3/2024	GOOGLE YouTube TV	\$82.89	SAA: Monthly Subscription for Terminal Bldg. Waiting Area (Apr)
5/3/2024	WAWA 5370	\$30.97	FBO: Fuel Purchased for Courtesy Vehicle
5/3/2024	WAWA 5370	\$49.27	FBO: Fuel Purchased for Courtesy Vehicle
5/4/2024	AMZN Mktp US K497Y2JR3	\$39.99	SAA: LED Light Bulbs for Cafe
5/5/2024	AMZN Mktp US A89QX8JE3	\$58.65	FBO: Crystal Light and Cup Holder for Coffee Station
5/6/2024	AMZN Mktp US FE8I58443	\$91.29	SAA: LED Spot Lights for Race Pictures
5/6/2024	BIL Coastal MRO Inc.	\$104.03	SAA/FBO: Pre-Employment Drug Testing
5/6/2024	DISH NETWORK-ONE TIME	\$138.08	FBO: Monthly Satellite Service May 2024
5/6/2024	NIC - FDLE CCHINET	\$25.00	FBO: Employment Background Check
5/6/2024	SP SRQCOFFEE.COM	\$196.80	FBO: Coffee for Replenishment
5/7/2024	AMZN Mktp US PZ1ZP58T3	\$224.12	SAA/FBO: Office Supplies, Flavoring Packets for Water, Mouse Pad Tank Repair AvGas Truck
5/7/2024	CFX VES WEBSITE	\$4.38	SAA: Out-of-Town Toll Paid
5/7/2024	IN EBRIDGE, INC	\$175.00	SAA: Monthly Fee for Record Retention
5/7/2024	NAPA AUTO PARTS SEBRING	\$598.50	SAA: Hydraulic Hoses for Commercial Hangar Doors
5/7/2024	SQ CUSTOM GRAPHICS & SIG	\$216.32	SAA: Banner/Signage for Event
5/8/2024	AMAZON.COM HA6U73H63	\$40.22	FBO: Coffee Station Replenishment
5/8/2024	APEX OFFICE PRODUCTS INC	\$295.22	SAA: Office Supplies (Steno Books, Pocket Files, Laminating Pouch, Copy Paper)
5/8/2024	CHEVRON 0380275	\$50.00	FBO: Fuel Purchased for Courtesy Vehicle
5/8/2024	CIRCLE K 07515	\$15.11	FBO: Fuel Purchased for Courtesy Vehicle
5/8/2024	EXXON SEBRING MART	\$15.20	FBO: Fuel Purchased for Courtesy Vehicle
5/8/2024	WAL-MART #0666	\$55.84	FBO: Courtesy Water for Staff & Customers
5/9/2024	ADOBE ADOBE	\$239.90	SAA: Monthly Software Subscription
5/9/2024	AMZN Mktp US R13BZ32X3	\$22.88	FBO: Power Cord Replacement, Printer Cable
5/12/2024	Amazon.com P297V7HE3	\$161.47	SAA/FBO: Coffee Bar Supplies, Paper towels
5/12/2024	WAWA 5373	\$52.34	SAA: Fuel in Operations Vehicle
5/13/2024	ALLEN ENTERPRISES INC	\$195.20	SAA: Airfield Lighting
5/13/2024	AMAZON MAR 112-288237	\$93.94	SAA: Office Supplies, Bluetooth Dongle Earbud Sets
5/13/2024	CIRCLE K 07515	\$63.61	FBO: Fuel Purchased for Courtesy Vehicle
5/13/2024	CIRCLE K 07515	\$89.00	SAA: Fuel for Maintenance Truck
5/13/2024	SUNPASS ACC102186252	\$10.79	SAA: Out of Town Toll Paid
5/13/2024	TRTAX&ACTGPROFESSIONAL	\$294.00	SAA: Monthly Subscription Fixed Asset Software
5/14/2024	AMZN Mktp US W760309X3	\$17.95	FBO: Printer Ribbons for Jet Truck Printer
5/15/2024	AMZN Mktp US 0730G54R3	\$1,169.99	SAA: LED Panel Lights for Terminal Building
5/15/2024	FLORIDA STATE UNIV	\$79.00	SAA: 4-Hour Ethics Training Course for New Board Member
5/15/2024	NAPA AUTO PARTS SEBRING	\$15.77	FBO: DEF Fluid for Loaner Jet-A Truck
5/15/2024	SOUTH FLORIDA ST COLLEGE	\$398.00	FBO: Forklift Class for Two Linemen
5/15/2024	YARBROUGH TIRE & SERVICE	\$51.98	FBO: Spill Cart Trailer Tire and Mount
5/16/2024	AMZN Mktp US P47172FW3	\$34.58	FBO: Flavored Powder Drink and Computer Mouse
5/16/2024	HIVIS & SUMMIT SAFETY	\$109.95	FBO: Work Shirts for New Linemen
5/16/2024	SP X-CHAIR LLC	\$584.00	SAA: Office Chair
5/16/2024	WAWA 5373	\$54.84	SAA: Fuel in Operations Vehicle
5/17/2024	AMZN Mktp US 6L10345P3	\$139.15	FBO: Uniform Shorts for New Linemen
5/17/2024	AVERY PRODUCTS CORPORATIO	\$34.04	SAA: Binders for Board Members
5/17/2024	OFFICE DEPOT #1165	\$64.87	SAA: Office Supplies (Folders, Hanging File, File Folders)
5/18/2024	PANERA BREAD #601259 O	\$67.89	SAA: Lunch for Executive Office and New Board Member
5/19/2024	AMZN Mktp US 2O8ZE7PQ3	\$85.15	SAA/FBO: Courtesy Mints, Kleenex, Multi-Color File Folders
5/21/2024	AMZN Mktp US BG8H43923	\$7.59	SAA: 2018 Tahoe Rear Panel Repair
5/21/2024	CIRCLE K 00035	\$54.60	FBO: Fuel Purchased for Courtesy Vehicle
5/21/2024	GG III SAVE A LOT #	\$36.72	FBO: Courtesy Water for Customers & Staff
5/21/2024	TROY FAIN INSURANCE ONLI	\$138.35	SAA: Notary License Renewal - Executive Assistant

May 2024 P-Cards

Purchase Date	Vendor Name	Amount	GL: Description
5/22/2024	AMZN Mktp US WC3RS8193	\$48.96	FBO: Office Supplies (Pens, Hole Punch, Earplugs, Correction Tape)
5/22/2024	LOOPNET INC	\$128.50	SAA: Online SAA Realty Listing Company
5/22/2024	SAGE SOFTWARE INC	\$4,179.00	SAA: Annual Renewal Sage 100 Cloud Accounting Software
5/22/2024	TRIANGLE HARDWARE	\$61.66	SAA: Repairs to Well Water Pump Outside of the T-Hangars
5/23/2024	FLORIDA AIRPORTS COUNC	\$650.00	SAA: 2024 Florida Airports Council Conference
5/23/2024	WWW.NATA.AERO	\$725.00	FBO: NATA Course for Certified Line Service Manager
5/24/2024	VBS VONAGE BUSINESS	\$421.70	SAA/FBO: Monthly Phone Service
5/25/2024	CIRCLE K 07515	\$59.39	FBO: Fuel Purchased for Courtesy Vehicle
5/26/2024	WAWA 5373	\$52.30	SAA: Fuel in Operations Vehicle
5/27/2024	GG III SAVE A LOT #	\$41.31	FBO: Courtesy Water for Customers & Staff
5/27/2024	THE HOME DEPOT #6340	\$14.06	SAA: Well Water Pump Repair
5/28/2024	NIC - FDLE CCHINET	\$25.00	FBO: Pre-Employment Background Check
5/28/2024	WCI SEBRING HAULING	\$1,682.90	SAA/FBO: Monthly Waste Collection June 2024
5/29/2024	AMZN Mktp US TS87A4KU3	\$13.49	FBO: Coffee Station Replenishment
5/29/2024	Mailchimp	\$26.50	SAA: Monthly Charge for Mass Text Program
5/29/2024	PAYPAL CUPPRINTLLC	\$425.80	SAA/FBO: Custom Logo Dixie Cups
5/29/2024	REALVNC LIMITED	\$106.28	FBO: VNC Viewer Remote Desktop Connect for Computers
5/29/2024	THE HOME DEPOT #6340	\$69.80	SAA: Maintenance Chain Lube
5/30/2024	AMZN Mktp US 4V3559XV3	\$101.84	FBO: Coffee Station Replenishment
5/30/2024	INTERNATIONAL TRANSACTION	\$1.06	SAA: Credit Card Processing Fee
5/30/2024	SP SRQCOFFEE.COM	\$33.94	FBO: Coffee for Replenishment
5/30/2024	WAWA 5370	\$74.42	SAA: Fuel Purchased for Maintenance Truck
5/30/2024	YARBROUGH TIRE & SERVICE	\$628.20	FBO: Golf Cart Tires
5/31/2024	AMZN Mktp US 438563EN3	\$62.97	SAA/FBO: Storage Bins for Shirts, Furniture Leg Pads for Cafe
5/31/2024	WAWA 5370	\$55.34	FBO: Fuel Purchased for Courtesy Vehicle
5/31/2024	WAWA 5373	\$54.12	SAA: Fuel in Operations Vehicle
6/1/2024	CFX VES WEBSITE	\$6.24	SAA: Out of Town Toll Paid
6/1/2024	VERIZONWRLSS RTCCR VB	\$1,219.56	SAA/FBO: Monthly Mobile Service May 2024
6/2/2024	AMZN Mktp US KC1IF7TI3	\$37.83	SAA: USB Cords and Camera Mount for Board Room
6/3/2024	GOOGLE YouTube TV	\$82.89	SAA: Monthly Subscription for Terminal Bldg. Waiting Area (May)
6/3/2024	WAWA 5373	\$52.74	SAA: Fuel in Operations Vehicle

Total Due: \$18,017.23

Accounts Payable Aged Invoice Report
Open Invoices - Aged by Invoice Date - As of 6/12/2024
Sebring Airport Authority (SAA)

Vendor No./ Invoice No.	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
ALLIED Universal Protection Service, LLC									
15788482	5/31/2024	6/30/2024	13,536.77	13,536.77	0.00	0.00	0.00	0.00	SAA: May 2024 Security Service
Vendor ALLIED Totals:			<u>13,536.77</u>	<u>13,536.77</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
AMERELI Michael Byrd; America's Elite									
6.12.2024	6/12/2024	6/12/2024	3,125.00	3,125.00	0.00	0.00	0.00	0.00	SAA: Terminal Building Cleaning; All Tile, Grout & Carpet (Bd Room, Executive Offices & Waiting Areas)
Vendor AMERELI Totals:			<u>3,125.00</u>	<u>3,125.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
ATKINS Atkins North America, Inc.									
2018737 - AR	5/1/2024	5/31/2024	26,573.05	0.00	26,573.05	0.00	0.00	0.00	SAA: March 2024 SEF Apron Rehab Construction Phase II - Grant Reimbursed
2019102 OC	5/31/2024	6/30/2024	45,792.50	45,792.50	0.00	0.00	0.00	0.00	SAA: May 2024 General On-Call Services
Vendor ATKINS Totals:			<u>72,365.55</u>	<u>45,792.50</u>	<u>26,573.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
AVCON Avcon, Inc.									
127712 HML	5/31/2024	6/30/2024	9,205.02	9,205.02	0.00	0.00	0.00	0.00	SAA: May 2024 SEF High Mast Lighting - Grant Reimbursed
127808 OC	5/31/2024	6/30/2024	5,925.00	5,925.00	0.00	0.00	0.00	0.00	SAA: May 2024 General On-Call Services
Vendor AVCON Totals:			<u>15,130.02</u>	<u>15,130.02</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
BIOTECH Bio-Tech Consulting Inc.									
180038	6/6/2024	7/6/2024	3,643.33	3,643.33	0.00	0.00	0.00	0.00	SAA: Bi-Monthly Waterway Weed Control
Vendor BIOTECH Totals:			<u>3,643.33</u>	<u>3,643.33</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
BRYANT Bryant Miller Olive P.A.									
83554 SLID	5/31/2024	6/30/2024	5,870.54	5,870.54	0.00	0.00	0.00	0.00	SAA: May 2024 Legal Services RE:SLID Stormwater/Drainage
Vendor BRYANT Totals:			<u>5,870.54</u>	<u>5,870.54</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
BUGS Bugs Bee-Ware Ext., Inc.									
227370	6/13/2024	6/27/2024	920.00	920.00	0.00	0.00	0.00	0.00	SAA: Bi-Monthly Lawn Care 6.13.24
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>	
CINTAS Cintas									
4194239096	5/30/2024	6/29/2024	271.92	271.92	0.00	0.00	0.00	0.00	SAA/FBO: Weekly Svc; Mats, Air Fresheners, Soap/GermX
4194931014	6/5/2024	7/5/2024	518.46	518.46	0.00	0.00	0.00	0.00	SAA/FBO: Weekly Svc; Mats, Air Fresheners, Soap/GermX, Red Mats
4195620626	6/12/2024	7/12/2024	321.49	321.49	0.00	0.00	0.00	0.00	SAA/FBO: Weekly Svc; Mats, Air Fresheners, Soap/GermX, Red Mats
Vendor CINTAS Totals:			<u>1,111.87</u>	<u>1,111.87</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
DIANARI Diana Ries Designs, Inc.									
14510	5/31/2024	6/30/2024	1,402.00	1,402.00	0.00	0.00	0.00	0.00	SAA: May 2024 Website Updates
Vendor DIANARI Totals:			<u>1,402.00</u>	<u>1,402.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
FLORIDI Floridians for Better Transportation									
M-2024-075	6/11/2024	7/11/2024	500.00	500.00	0.00	0.00	0.00	0.00	SAA: 2024 Annual Membership Dues
Vendor FLORIDI Totals:			<u>500.00</u>	<u>500.00</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 6/12/2024
Sebring Airport Authority (SAA)

Vendor No./ Invoice No.	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
JACKS Jack's Lawn Service									
2382 JUNE2024	6/1/2024	6/30/2024	8,325.00	8,325.00	0.00	0.00	0.00	0.00	SAA: June 2024 Lawn & Landscape Care
Vendor JACKS Totals:			<u>8,325.00</u>	<u>8,325.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
SHUTTS Shutts & Bowen, LLP									
1901884 ESTONE	5/31/2024	6/30/2024	2,940.00	2,940.00	0.00	0.00	0.00	0.00	SAA: May 2024 Legal Services; E-Stone Creditors Rights
1902425 ED	5/31/2024	6/30/2024	200.00	200.00	0.00	0.00	0.00	0.00	SAA: May 2024 Legal Svcs; Eminent Domain - Star Farms - Grant Reimbursed
Vendor SHUTTS Totals:			<u>3,140.00</u>	<u>3,140.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
SWAINE Swaine, Harris & Wohl, P.A.									
14252 OC	5/31/2024	6/30/2024	3,523.29	3,523.29	0.00	0.00	0.00	0.00	SAA: May 2024 General On-Call Services
14253 SLID	5/31/2024	6/30/2024	1,419.50	1,419.50	0.00	0.00	0.00	0.00	SAA: May 2024 Legal Services - SLID Dispute
Vendor SWAINE Totals:			<u>4,942.79</u>	<u>4,942.79</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
SWK SWK Technologies, Inc.									
IN00001703 JUNE24	6/1/2024	6/15/2024	475.00	475.00	0.00	0.00	0.00	0.00	SAA: Monthly Fee for Sage 100 Secure Cloud Services
Vendor SWK Totals:			<u>475.00</u>	<u>475.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Report Totals:			<u><u>134,487.87</u></u>	<u><u>107,914.82</u></u>	<u><u>26,573.05</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 6/12/2024
Sebring Airport Authority (FBO)

Vendor No./ Invoice No.	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
ASCENT Ascent Aviation Group									
1023559	5/24/2024	6/13/2024	35,413.75	35,413.75	0.00	0.00	0.00	0.00	FBO: 100LL Av_Gas at Sebring
1024210	5/28/2024	6/17/2024	24,129.62	24,129.62	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at Sebring
1024217	5/28/2024	7/12/2024	24,149.22	24,149.22	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
1024219	5/29/2024	7/13/2024	23,191.08	23,191.08	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
1024220	6/1/2024	7/1/2024	22,872.72	22,872.72	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
S048735	6/1/2024	6/21/2024	297.50	297.50	0.00	0.00	0.00	0.00	FBO: TFBO Software for 5 Users
M308785	6/5/2024	6/25/2024	33.70	33.70	0.00	0.00	0.00	0.00	FBO: WingPoints Issued through 6.5.24
1026667	6/9/2024	7/24/2024	22,478.83	22,478.83	0.00	0.00	0.00	0.00	FBO: Jet-A Fuel at APBR
Vendor ASCENT Totals:			<u>152,566.42</u>	<u>152,566.42</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Report Totals:			<u><u>152,566.42</u></u>	<u><u>152,566.42</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: June 20, 2024

Presenter: Andrew Bennett

Agenda Item: Terminal Apron Rehabilitation Phase 2 – AtkinsRealis – Professional Service Agreement Addendum

Background: AtkinsRealis is requesting a fee deduction in contracted Construction Phase Services associated with the Terminal Apron Rehabilitation - Phase II project. The original project fee of \$434,188.00 will be reduced by \$104,730.00. This deduction from the original scope of work is necessary to align with the reduced FAA grant funding amount allocated to the project.

Requested Motion: Move to approve and authorize the Chairman or Vice Chairman and Secretary or Assistant Secretary to execute addendum.

Board Action:

Approved

Denied

Tabled

Professional Service Agreement Addendum

THIS ADDENDUM to the AGREEMENT made and entered into June 5, 2024, by and between AtkinsRéalis USA Inc. and the Client identified herein, provides for the Additional Services described under Item 1 of this Agreement.

CLIENT: Sebring Airport Authority

PROJECT NUMBER: 100088063

SHORT TITLE OF MAIN CONTRACT: Construction Phase Services for Terminal Apron Rehabilitation Phase 2

SHORT TITLE OF ADDENDUM: Fee Deduction

- DESCRIPTION OF ADDITIONAL PROFESSIONAL SERVICES TO BE PROVIDED BY ATKINSRÉALIS (If additional pages are necessary, they are identified as Attachment A):
The original project scope was reduced due to the available FAA grant funding, which in turn, reduced the construction administration and RPR costs for this project. See attached letter for additional explanation.
- THE COMPENSATION TO BE PAID ATKINSRÉALIS for providing the requested services shall be as specified below and will adjust the total price of this agreement to \$329,458 (If additional pages are necessary, they are identified as Attachment B):
 - "Time & Materials" identified in Attachment B. Time - Actual or averaged labor rate fully burned with overhead and profit. Material - travel, materials or equipment, printing and reproduction costs, and survey supplies.
 - A "Fixed Price" (Lump Sum) amount of \$329,458 paid in accordance with Attachment B.
 - "Unit Rates"/"Unit Prices" identified in Attachment B. (Unit Rate/Price includes the cost of fully loaded labor, expenses, equipment, inclusive of profit.)
 - Pricing in accordance with the provisions for additional services compensation set forth in the aforementioned Agreement.
 - Other - Identified in Attachment B.

IN WITNESS WHEREOF, this Addendum is accepted on the later date written below, subject to the terms and conditions above-stated, and in the aforementioned Agreement.

CLIENT: Sebring Airport Authority

ATKINSRÉALIS USA INC.

SIGNED: Peter H. McDevitt

SIGNED: TRR

TYPED NAME: Peter H. McDevitt

TYPED NAME: Tom Roda

TITLE: Chairman, Board Member

TITLE: Senior Division Manager

DATE: 6/06/2024

DATE: 6/6/2024

RESOLUTION SAA 24-07

**A RESOLUTION OF THE SEBRING AIRPORT
AUTHORITY TO APPROVE AMENDMENT S24-05 TO
THE 2023-2024 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 2023-2024 Budget Amendment S24-05 as presented.

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

PASSED AND ADOPTED this 20th day of June 2024.



SEBRING AIRPORT AUTHORITY

By: _____

Mike Wilfingham, Ex. Director

Airport Executive BRIEF



CONTENTS

Deputy Director's Report

- Hurricane Ian Repairs
- Taxiway Delta
- Highmast Lighting
- Hangar Development

Executive Director's Updates

- Airfield Drainage
- Vertiport Design
- Sebring Initiative:
Cleaner Aviation Fuels



In response to the increasing demand for cleaner and greener aviation fuels driven by heightened environmental awareness, Sebring Airport Authority has been actively pursuing sustainable solutions to align with industry trends and regulatory requirements for the past decade.

The airport's journey towards environmental sustainability dates back to 2013 when it first introduced UL94 (unleaded) fuel for sale. Despite the commendable efforts, the challenge of affordability has persisted due to limited distribution options of UL94 on a regional scale and the nationwide accessibility of 100 Low Leaded aviation gasoline (100LL). Recognizing this barrier, the airport is currently pursuing strategic measures to enhance availability and reduce UL94 costs for consumers.

One of the key initiatives by Sebring Regional Airport is the

expansion of its UL94 fuel storage capacity through the acquisition of a larger fuel tank. This strategic investment not only increases the quantity of fuel available but also aims to lower the cost per gallon, making UL94 more economically viable for customers. Currently, 63% of the airport's fleet is compatible with UL94, highlighting the potential impact of this initiative on a significant portion of general aviation operations.

Moreover, the installation of a larger fuel tank allows for more efficient bulk tanker deliveries resulting in reduced transportation costs. Also, the Sebring Regional

Airport is investigating the potential establishment of a dedicated transfer terminal which would enable their ability to accept large-scale product deliveries via rail for regional distribution. By partnering with Swift for delivery services, the airport aims to expand accessibility to environmentally friendly fuel beyond its immediate vicinity, while simultaneously reducing transport costs and enhancing operational efficiency.

The transition towards unleaded aviation gasoline, as exemplified by UL94, is a pivotal step in aligning the Sebring Airport Authority with environmental regulations, catering to increased market demands for unleaded aviation fuels, and ensuring optimal compatibility and performance for aircraft operations. By embracing these initiatives, the airport not only showcases its commitment to sustainability but also appeals to environmentally conscious customers and contributes to the collective effort in safeguarding the planet for future generations.

REPORTING FROM THE EXECUTIVE DIRECTOR

Vertiport Design Project

We will have an in-depth presentation by Atkins on this project at our June meeting. The accompanying figure provides a rough idea as to design and location (between Airside Center and Lockwood).

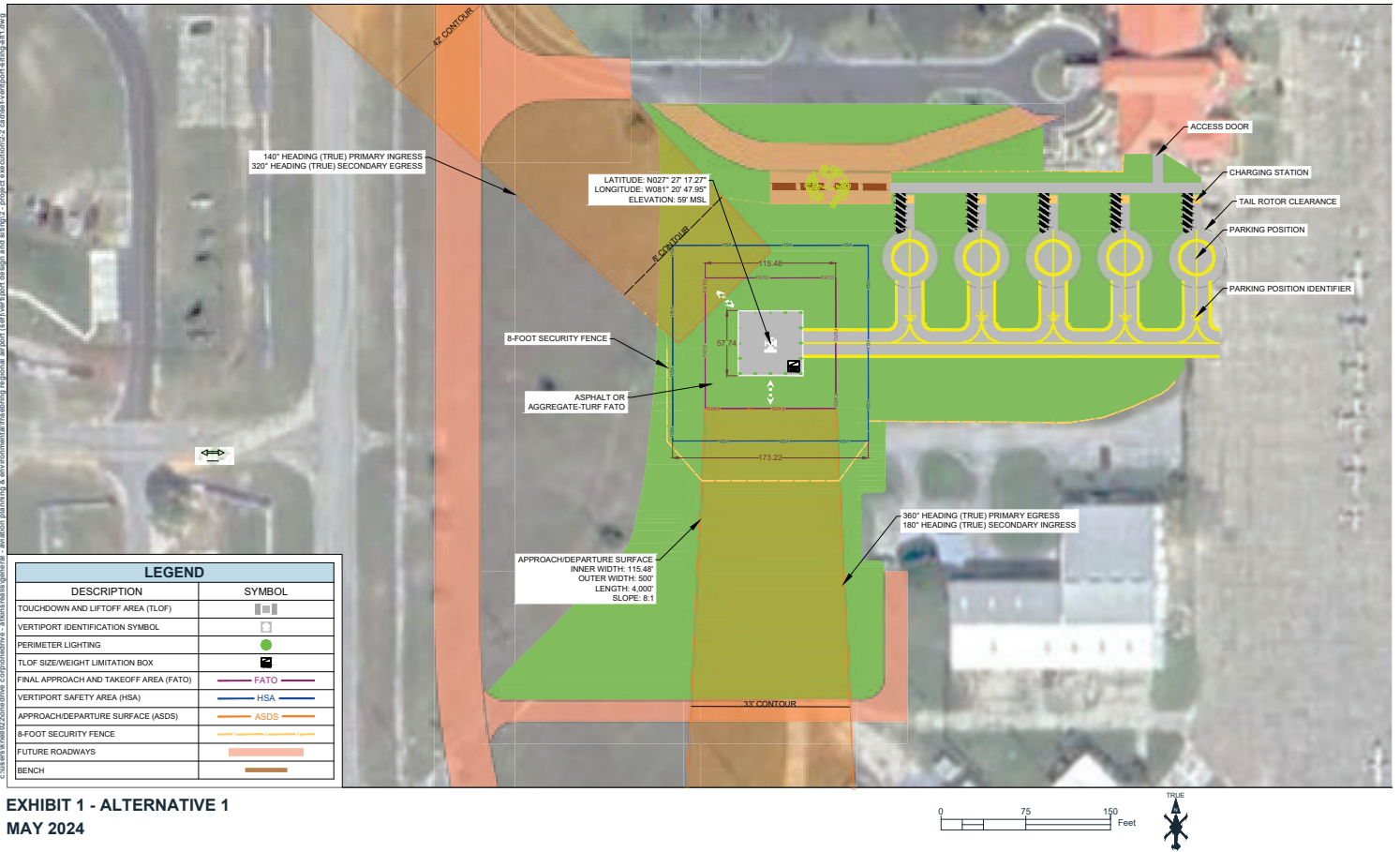


EXHIBIT 1 - ALTERNATIVE 1
MAY 2024

Airfield Drainage

The Sebring Airfield Drainage Project encompasses the removal and replacement of existing drainage structures and desilting of existing pipes. An NTP was issued to the contractor QE on June 10, 2024, and they have begun to mobilize including the installation of

silt fence and placement of barricades. NOTAMs have been issued to cover the work to be completed in Phase 1.

The contractor will begin the Phase 1 demolition of the existing drainage structures and pipes the week of June 17, 2024. This work will begin at

TWY A4 and continue south until the drainage pipes and structures have been removed and replaced south of TWY A1 between RWY 1-19 and TWY A. Phase 1 construction is expected to be completed in September 2024.

Sebring Regional Airport
 128 Authority Lane
 Sebring, Florida 33870
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