

**Sebring Airport Authority  
Board Meeting Agenda  
January 16, 2025**

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>
01/20/2025		Martin Luther King Day - Executive Offices Closed	
02/20/2025	1:30pm	SAA/CRA Board Meeting	Hendricks Field Center
02/22/2025	9:00am – noon	Girls in Aviation Day 2025	Terminal Airside Building

**2. CONSENT AGENDA**

- a) Approve November 2024 Minutes and Invoices (No December Board Meeting)
- b) Approve December 2024 Invoices

**3. MISCELLANEOUS**

**4. ACTION ITEMS**

- a) Cooperative Service Agreement between Sebring Airport Authority and USDA Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS)

**5. CONTINGENT ACTION ITEMS**

- a) Advanced Drainage Systems – Amendment to Lease – Additional Storage Space (month to month)

**6. EXECUTIVE DIRECTORS' REPORT**

- FBO Report – Andrew Bennett
- TechHouse Presentation “Understanding Artificial Intelligence and Artificial Intelligence Usage”

**7. BOARD OF DIRECTORS' BUSINESS**

**8. CONCERNS OF THE PUBLIC**

**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  
November 21, 2024**

The Sebring Airport Authority Board of Directors held a scheduled Board Meeting on November 21, 2024, at 1:30 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
Carl Cool	-	Assistant Secretary
Mark Andrews	-	Board Member
Jason Dunkel	-	Board Member

Also

Andrew Bennett	-	Deputy Director
Jami Olive	-	Executive Assistant
Colleen Plonsky	-	Director of Finance
Bob Swaine	-	Swaine, Harris & Wohl, P.A.
Heather Meyer	-	AtkinsRéalis
Keira Medina	-	Avcon, Inc.
Malonie Ayers	-	Infrastructure Consulting & Engineering
Greg Griffin	-	Bayhead Consulting, Inc (EAA Chapter 1240 President-Elect)
Eric Menger	-	Hanson Professional Services (by Teams)

## 1. OPENING ITEMS

- A. Meeting was called to order at 1:30 p.m. by chairman Pete McDevitt.
- B. Bob Swaine led the Invocation and led the Pledge.
- C. **Roll Call**  
Mark Andrews, Carl Cool, Jason Dunkel, Pete McDevitt, and Stanley Wells were present for the meeting. Terrill Morris and D. Craig Johnson were absent.
- D. **Announcements**  
Pete McDevitt asked if there were any other announcements than the two presented, which was, the HSR Pistons & Props will be held at the Sebring International Raceway from December 6<sup>th</sup> – 9<sup>th</sup> and the next board meeting will be held Thursday, December 19<sup>th</sup> at 1:30pm.

## 2. 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 ayes from Andrews, Cool, Dunkel, McDevitt, and Wells.

### **3. MISCELLANEOUS**

No items were presented.

### **4. ACTION ITEMS**

#### **A. Bristell Aircraft, LLC – Building 103 C-3 Lease**

This item was presented by Andrew Bennett. There was a motion by Jason Dunkel to approve the item, with a second by Stanley Wells. The motion was passed with aye votes by Andrews, Cool, Dunkel, and Wells. Board member Pete McDevitt abstained.

#### **B. Resolution 24-12 Approving Budget Amendment S24-09**

This item was presented by Colleen Plonsky. There was a brief discussion. There was a motion by Carl Cool to approve the item, with a second by Jason Dunkel. The motion was passed with aye votes by Andrews, Cool, Dunkel, McDevitt, and Wells.

#### **C. Heartland National Bank – Loan Agreement \$500,000, Grant Secured LOC**

This item was presented by Colleen Plonsky. There was a brief discussion. There was a motion by Mark Andrews to approve the item, with execution of the Resolution authorizing the execution of the Heartland Loan documents as previously done with any loan. There was a second made by Carl Cool. The motion was passed with aye votes by Andrews, Cool, Dunkel, and McDevitt. Board member Stanley Wells abstained.

### **CONTINGENT ACTION ITEMS**

### **5. DIRECTOR'S REPORT**

Board member Peter McDevitt made a report on a presentation given by Andrew Bennett to the Chamber of Commerce executives and members of the EDC on Monday and also to the City Council. Both presentations were received well by all.

Deputy Director Andrew Bennett presented the Executive Director's report.

Deputy Director Andrew Bennett updated the Board on FBO, Sebring Airport activities and Range activities. The airport hosted the Leadership Highlands class at the EAA building. There was a brief discussion in regard to the upcoming range activities.

### **6. DIRECTOR'S BUSINESS**

The Executive Director asked if we would have a quorum for the December meeting on Thursday, December 19<sup>th</sup> or if needed, we could possibly move the meeting up a week. We will poll the board and determine attendance for the board meeting in December.

Board member Mark Andrews introduced the President-elect for the local EAA Chapter 1240, Greg Griffin, who gave a brief background of himself and plans for the Chapter moving forward in the new year.

Deputy Director Andrew Bennett stated that the FBO will be closed on Thanksgiving Day, we will have security on site and staff members on call.

**7. CONCERNS OF THE PUBLIC**

No items were presented.

**8. ADJOURNMENT**

Chairman adjourned meeting at 1:44 pm.

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

Jan. 16, 2025

\_\_\_\_\_  
Approved by Board

## December 2024 Paid List

<b>Date</b>	<b>SAA/FBO - Paid Invoices</b>	<b>Amount</b>	<b>Description</b>
12/3/2024	Fraser Auto Repair, Inc. dba	\$3,400.00	FBO: Service Call - Fuel Pump & Fuel Filter Repair on Avgas Truck
12/3/2024	Ascent Aviation Group	\$21,827.79	FBO: Jet-A Fuel @ KSEF
12/3/2024	Ascent Aviation Group	\$31,016.06	FBO: 100LL Avgas @ KSEF
12/3/2024	Air & Electrical Services, Inc	\$212.00	SAA: Service Call for AC Unit in Control Tower - Added 2lbs of 410a Refrigerant. Located Leak at Flare Fitting and Tightened
12/3/2024	Atkins North America, Inc.	\$45,602.94	SAA: October 2024 General On-Call Consulting Services
12/3/2024	Avcon, Inc.	\$11,315.16	SAA: October 2024 General On-Call Services
12/3/2024	Bella Villa 31	\$2,384.00	SAA/FBO: November 2024 Cleaning of Terminal Building
12/3/2024	Bryant Miller Olive P.A.	\$6,087.13	SAA: October 2024 Legal Services
12/3/2024	Carrier Corporation	\$993.00	SAA: Service Call 11.15.24 - Terminal Bldg. Unit has Alarms Due to low Load Conditions
12/3/2024	Cintas	\$122.00	SAA/FBO: Monthly Agreement for AED System
12/3/2024	CliftonLarsonAllen	\$15,516.50	SAA: Monthly Lease & SBITA Software Fees; Audit Services Performed for Fiscal Year 2023-2024
12/3/2024	CrawfordTech Government	\$259.20	SAA/CRA: November 2024 Board Packet Transcripts
12/3/2024	Department of Management Svcs.	\$293.37	SAA/FBO: October 2024 Audio Long Distance & Local Services
12/3/2024	Paul C Valladares Jr	\$270.00	SAA/FBO: December 2024 Plant Services
12/3/2024	Rapid Systems	\$638.95	SAA/FBO: November 2024 Monthly Internet Terminal Building
12/3/2024	Risk Management Associates Inc	\$90,105.00	SAA: 2nd Installment - Preferred Governmental Insurance Trust - Business Auto, General Liability, Crime, Public Officials Liability, Inland Marine, Commercial Property
12/3/2024	Shutts & Bowen, LLP	\$3,545.00	SAA: October 2024 Legal Svcs; Eminent Domain - Haywood Taylor Blvd; Legal Svcs; Star Farms Corp
12/3/2024	Southwood Garage Doors	\$285.00	SAA: Service Call - Building #735 - Replaced 2 Hinges, 3 Rollers & 1 Slide Lock
12/3/2024	Summit Fire & Security, LLC	\$111.00	SAA: O'Brien Building - Annual Fire Extinguisher Inspection
12/3/2024	Swaine, Harris & Wohl, P.A.	\$7,390.75	SAA: October/November 2024 Legal Services; SLID Dispute; Legal Services; E-Stone; General On-Call Services
12/3/2024	TechHouse:Intergrated	\$298.75	SAA: General IT Support - Copilot Script for Aircraft Operations
12/9/2024	Ascent Aviation Group	\$91.12	FBO: Wing Points Issued Thru 11.19.24
12/10/2024	CAMP Software Inc.	\$297.50	FBO: TFBO Software for 5 Users (December 2024)
12/10/2024	Gibson Aviation Services Inc.	\$3,444.87	FBO: Removed and Replaced the Binocular Servo, Dogleg Servo and 2 Air Regulators on Jet-A Fuel Truck
12/10/2024	Bryant Miller Olive P.A.	\$44,527.50	SAA: October 2024 Legal Svcs; RE: SLID
12/10/2024	C & C Plumbing, Inc.	\$276.00	SAA: Building #22 - Toilet Repair - Replaced the Inside Cap and Diaphragm Kit in the Flush Valve
12/10/2024	Copy Life Inc	\$364.17	SAA/FBO: November 2024 Copies
12/10/2024	Creative Sign Designs	\$34,422.00	SAA: Project Design for Street Signs and Installation
12/10/2024	AAIM	\$75.00	SAA: Intro to Microsoft Excel; Annual Payroll Tax & Fringe Benefits; Utilizing Copilot as Everyday AI
12/10/2024	TechHouse:Intergrated	\$67.50	SAA: General IT Support - Microsoft Flight Simulator Download
12/10/2024	SWK Technologies, Inc.	\$475.00	SAA: Monthly Fee for Sage 100 Secure Cloud Services
12/12/2024	Ascent Aviation Group	\$21,378.71	FBO: Jet-A Fuel @ KSEF
12/17/2024	Air & Electrical Services, Inc	\$732.42	SAA: Mini Split in Bldg. 103 Leaking, Cleaned Head Unit & Sealed Line; Installed Outlet & Extended Data lines for TV
12/17/2024	ADK Consulting, Inc.	\$5,850.00	SAA: Compensation Study
12/17/2024	Michael Byrd	\$550.00	SAA: Stripped and Waxed Floors
12/17/2024	Big Messages LLC	\$173.55	SAA/FBO: After Hours Telephone Answering Service
12/17/2024	Bugs Bee-Ware Ext., Inc.	\$1,020.00	SAA: Bi-Monthly Lawn Care 12.12.24; Plant/Shrub Care - Insecticide/Fungicide
12/17/2024	Lumen	\$1,020.23	SAA/FBO: December 2024 Fiber Optics

## December 2024 Paid List

<b>Date</b>	<b>SAA/FBO - Paid Invoices</b>	<b>Amount</b>	<b>Description</b>
12/17/2024	Delaney Fence Co Inc	\$3,042.00	SAA: Fence Repairs for Wildlife Deterrent Delivered - Placed Stone around base of Fence/Put out for Security/Airfield Fence
12/17/2024	Excavation Point Inc.	\$525.00	SAA: Building #735 - Dumpster Rental
12/17/2024	Pinky Gravley & Sons, Inc.	\$28,475.00	SAA: Indoor Prep and Painting of Terminal Building
12/17/2024	Heartland Insulation & Acoustics	\$2,400.00	SAA: Bldg. 103 C-3 Closed Cell Spray Foam Insulation Completed
12/17/2024	Heartland Spring Water, Inc.	\$300.00	SAA/FBO: Delivery of 30 Cases of Spring Water
12/17/2024	International Fire Protection, Inc.	\$1,274.00	SAA: Annual Sprinkler, Backflow and Fire Alarm Inspection
12/17/2024	The News Sun	\$930.20	SAA: Notice to Bidders; Bid # 24-06 Canal Maintenance
12/17/2024	Smarsh Inc.	\$3,560.00	SAA: Professional Archive - SMG, Mobile, QuickStart
12/17/2024	TechHouse:Intergrated	\$202.50	SAA: General IT Support 1 Laptop - Updates 1 Desktop - Diagnosis
12/24/2024	Mosaix Software Inc.	\$1,150.00	FBO: AVMAN Series 1 Software - January 2025
12/24/2024	Prescott Equipment Repair LLC.	\$330.00	FBO: Fuel Truck - Inspect Engine/Fuel System; Installed O-Ring on Prescreen Filter; Cleaned Fuel Lines, Primed Fuel System
12/24/2024	All Communications Services	\$250.00	SAA: Labor Rate to Install Starlink
12/24/2024	Universal Protection Service, LLC	\$13,503.18	SAA: November 2024 Security Services
12/24/2024	Atkins North America, Inc.	\$28,140.00	SAA: November 2024 General On-Call Consulting Services
12/24/2024	Avcon, Inc.	\$1,175.00	SAA: November 2024 General On-Call Services
12/24/2024	Bella Villa 31	\$2,384.00	SAA/FBO: December 2024 Cleaning of Terminal Building
12/24/2024	Bio-Tech Consulting Inc.	\$4,393.33	SAA: Bi-Monthly Waterway Weed Control; Maintenance Event - General Ditch Spraying
12/24/2024	Bryant Miller Olive P.A.	\$21,737.85	SAA: November 2024 Legal Svcs; RE: SLID Stormwater Treatment
12/24/2024	Bugs Bee-Ware Ext., Inc.	\$715.00	SAA: Quarterly Exterminating on 12.20.24; Plant & Shrub Care - Insecticide
12/24/2024	Carrier Corporation	\$993.00	SAA: Service Call 9.17.24 - Condensing Unit 1 Running on Half Capacity
12/24/2024	CliftonLarsonAllen	\$15,467.67	SAA: Audit Services Performed 09.30.24; Monthly Lease & SBITA Software Fees
12/24/2024	Department of Management Svcs.	\$293.34	SAA/FBO: November 2024 Audio Long Distance & Local Services
12/24/2024	Jack's Lawn Service	\$8,325.00	SAA: December 2024 Lawn and Landscape Care
12/24/2024	The News Sun	\$82.60	SAA: Ad For SAA/CRA Board Meeting 12.19.24
12/24/2024	Pitney Bowes Global Financial	\$192.75	SAA: Quarterly Lease of Postage Machine 10.30.24 - 01.29.25
12/24/2024	Risk Management Associates Inc	\$1,872.00	SAA: Add 2001 International Jet Refueler
12/24/2024	RW Summers Railroad Contr.,Inc	\$1,356.00	SAA: Q4 2024 Track Inspection @ SAA - Performed 12.13.2024
12/24/2024	GreaterSebring Chamber of Comm	\$299.00	SAA: 2025 Membership Dues
12/24/2024	Shutts & Bowen, LLP	\$4,200.00	SAA: November 2024 Legal Svcs; Star Farms Corp; Legal Svcs; Eminent Domain - Haywood Taylor Blvd
12/24/2024	TechHouse:Intergrated	\$2,035.69	SAA/FBO: Monthly Recurring Software Fees; General IT Support - StarLink Backup Internet; Troubleshoot Teams & Google Earth
12/26/2024	Ascent Aviation Group	\$21,936.21	FBO: Jet-A Fuel @ KSEF
12/30/2024	Ascent Aviation Group	\$30,179.62	FBO: 100LL Avgas @ KSEF
<b>Total Paid:</b>		<b>\$558,159.11</b>	

## December 2024 P-Card

Purchase Date	Vendor Name	Amount	Description
12/4/2024	WAWA 5370	\$30.00	FBO: Fuel in Courtesy Vehicle
12/4/2024	STARLINK INTERNET	\$500.00	SAA/FBO: Satellite Internet Service
12/5/2024	CIRCLE K 07515	\$36.38	FBO: Fuel in Courtesy Vehicle
12/5/2024	SQ MID FLORIDA TRUCK PAR	\$18.49	FBO: DEF Fluid For Fuel Truck 55863
12/6/2024	AMAZON MKTPL ZR8FZ3X72	\$114.76	FBO: Coffee Station Replenishment: Crystal Light, Honey Sticks
12/6/2024	TINA AND JOES CAFE	\$55.00	SAA: Kirkland Ranch Academy Tour Lunch for SAA
12/6/2024	IN EBRIDGE, INC	\$175.00	SAA: Monthly Fee for Record Retention
12/9/2024	AMAZON ZR0Q166R0	\$70.95	FBO: Coffee Station Replenishment: Coffee Creamer
12/9/2024	CIRCLE K 07515	\$78.00	SAA: Fuel in Maintenance Truck
12/9/2024	LOOPNET	\$198.00	SAA: Online SAA Realty Listing Company
12/9/2024	ADOBE ADOBE	\$239.90	SAA: Monthly Subscriptions
12/10/2024	AMAZON MKTPL ZX9WS4BK2	\$64.98	SAA: Starlink Adapter
12/10/2024	SEVEN SEBRING RACEWAY HOT	\$114.45	FBO: Gibson Aviation Hotel Accommodations
12/10/2024	WAWA 5373	\$49.90	SAA: Fuel in Operations Vehicle
12/10/2024	HONEYBAKED HAM AND CAFÉ 1	\$1,521.72	SAA: Employee Christmas Gifts from SAA
12/11/2024	WAWA 5370	\$26.00	FBO: Fuel in Courtesy Vehicle
12/11/2024	WAWA 5370	\$48.00	FBO: Fuel in Courtesy Vehicle
12/11/2024	CIRCLE K 07515	\$47.53	FBO: Fuel in Courtesy Vehicle
12/11/2024	CIRCLE K 07515	\$58.00	FBO: Fuel in Courtesy Vehicle
12/11/2024	BONE VALLEY TAVERN	\$91.32	SAA: Central Florida Regional Planning Council Management Lunch
12/11/2024	SQ PINK PINEAPPLE CATERI	\$720.64	SAA/FBO: Christmas Luncheon for Staff
12/11/2024	THE HOME DEPOT #6340	(\$39.76)	SAA: Return of Damaged Chairs (2) Purchased for SAA
12/11/2024	ALAN JAY FORD LINCOLN	\$81.97	SAA: Oil Change & Tire Rotation for Courtesy Vehicle #34722
12/11/2024	STAPLES INC	\$186.48	SAA: Office Supplies Printer Cartridges Packing Tape Rolls
12/12/2024	SQ MID FLORIDA TRUCK PAR	\$264.09	FBO: Oil And Oil Filter For Fuel Truck 5000-3
12/12/2024	AMZN Mktp US ZR09J8R51	\$36.85	FBO: Coffee Station Replenishment: Hot Chocolate & Complimentary Mints
12/12/2024	AMAZON MKTPL Z123454Q2	\$69.97	SAA: Lights for Lockwood Build Center
12/13/2024	AMAZON MKTPL Z11PL0A52	\$13.83	FBO: Complimentary Mints
12/13/2024	AMZN Mktp US ZX00B92T0	\$41.05	FBO: Coffee Station Replenishment: Half & Half Creamer
12/13/2024	SP SRQCOFFEE.COM	\$156.81	FBO: Coffee Station Replenishment: Coffee
12/13/2024	AMAZON MKTPL ZX7KC9JZ1	\$49.96	SAA: Pipe Adapter for Starlink Mounting Kit
12/13/2024	CIRCLE K 07515	\$65.00	SAA: Fuel in Maintenance Truck
12/13/2024	TRTAX&ACTGPROFESSIONAL	\$306.00	SAA: Monthly Subscription Fixed Asset Software
12/14/2024	AMAZON MKTPL Z17UK0GD2	\$19.17	FBO: Coffee Station Replenishment: Half & Half Creamer
12/14/2024	AMAZON ZX3X86B71	\$204.05	SAA/FBO: Operating Supplies: Can Liners, Trash Bags, Paper Towel
12/16/2024	TRIANGLE HARDWARE	\$27.98	FBO: Brushes For Cleaning Spider Webs
12/16/2024	AMAZON MKTPLACE PMTS	(\$69.97)	SAA: Lights for Lockwood Build Center (Returned)
12/17/2024	AMAZON MKTPL Z15AC6AN1	\$39.74	SAA: Stretch Spandex Tablecloths for Folding Tables - 2 Returned
12/17/2024	SAFELITE AUTOGLASS	\$185.95	SAA: Windshield Repair for Courtesy Vehicle
12/18/2024	CIRCLE K 07515	\$56.02	FBO: Fuel in Courtesy Vehicle
12/18/2024	CIRCLE K 07515	\$56.65	FBO: Fuel in Courtesy Vehicle
12/18/2024	LOOPNET COSTAR	\$580.80	SAA: Online SAA Realty Listing Company - October 2024 - December 2024
12/18/2024	AMAZON MKTPL Z966J0EF2	\$248.94	SAA: Pluggable Docking Station & Wireless Charger for iPhone
12/19/2024	HIVIS & SUMMIT SAFETY	\$543.71	FBO: Uniform Work Shirts for Linemen
12/19/2024	WAWA 5373	\$49.99	SAA: Fuel in Operations Vehicle
12/20/2024	EXXON LAMOSS INC.	\$29.90	FBO: Fuel in Courtesy Vehicle
12/21/2024	AMAZON MKTPL Z94IN7880	\$119.45	SAA: Spandex Table Covers for Folding Tables
12/23/2024	HARBOR FREIGHT TOOLS 538	\$13.99	FBO: Weed Sprayer for Fuel Farm
12/23/2024	LOWES #02224	\$52.98	FBO: Weed Killer for Fuel Farm
12/24/2024	AMAZON ZE2NK0L60	\$182.94	FBO: Uniform Pants For Linemen
12/24/2024	VBS VONAGE BUSINESS	\$427.40	SAA/FBO: Monthly Phone Service
12/24/2024	WCI SEBRING HAULING	\$1,191.20	SAA/FBO: Monthly Waste Collection Service
12/25/2024	CFX VES WEBSITE	\$9.78	SAA: Out-of-Town Tolls Paid



**December 2024 P-Card**

<b>Purchase Date</b>	<b>Vendor Name</b>	<b>Amount</b>	<b>Description</b>
12/25/2024	VERIZONWRLSS RTCCR VB	\$1,270.48	SAA/FBO: Monthly Mobile Service December 2024
12/26/2024	AMAZON MKTPL ZE9E26EK0	\$20.99	FBO: Coffee Station Replenishment - Honey Sticks
12/27/2024	AMAZON MKTPL ZE1GU2MJ0	\$73.94	SAA: Battery Back-up and Cord Management for Starlink
12/28/2024	AMAZON ZP4BJ6E92	\$243.92	FBO: Uniform Pants For Linemen
12/29/2024	MAILCHIMP	\$26.50	SAA: Email Marketing Tool
12/30/2024	W & W LMB LAKE PLACID	\$34.58	FBO: Mop And Mop Stick For Cleaning FBO
12/31/2024	AMAZON MKTPL ZE6590Q51	\$67.60	FBO: Coffee Station Replenishment - Creamers and Crystal Light
1/2/2025	CIRCLE K 07515	\$45.47	FBO: Fuel in Courtesy Vehicle
1/2/2025	CIRCLE K 07515	\$49.27	FBO: Fuel in Courtesy Vehicle
1/2/2025	WAWA 5370	\$47.44	FBO: Fuel in Courtesy Vehicle
1/2/2025	CIRCLE K 07515	\$74.00	SAA: Fuel in Maintenance Truck

**Total Due: \$11,416.13**

Accounts Payable Aged Invoice Report  
 Open Invoices - Aged by Invoice Date - As of 1/8/2025  
 Sebring Airport Authority (SAA)

Vendor No./ Invoice No.	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
<b>ATKINS Atkins North America, Inc.</b>									
2033168 OC	12/31/2024	1/30/2025	\$19,711.24	\$19,711.24	\$0.00	\$0.00	\$0.00	\$0.00	SAA: December 2024 General On-Call Consulting Services
<b>Vendor ATKINS Totals:</b>			\$19,711.24	\$19,711.24	\$0.00	\$0.00	\$0.00	\$0.00	
<b>AVCON Avcon, Inc.</b>									
129526 HML	12/31/2024	1/30/2025	\$1,140.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$0.00	SAA: December 2024 SEF High Mast Lighting - Grant Reimbursement
<b>Vendor AVCON Totals:</b>			\$1,140.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>BRYANT Bryant Miller Olive P.A.</b>									
85061 SLID	12/31/2024	1/30/2025	\$12,280.03	\$12,280.03	\$0.00	\$0.00	\$0.00	\$0.00	SAA: December 2024 Legal Svcs; RE: SLID Stormwater Treatment
<b>Vendor BRYANT Totals:</b>			\$12,280.03	\$12,280.03	\$0.00	\$0.00	\$0.00	\$0.00	
<b>CINTAS Cintas</b>									
4215071092	12/18/2024	1/17/2025	\$91.50	\$91.50	\$0.00	\$0.00	\$0.00	\$0.00	SAA/FBO: Weekly Svcs; Mats, Soap, Aircare, GermX, FBO Red Mats
4215845470	12/26/2024	1/25/2025	\$204.25	\$204.25	\$0.00	\$0.00	\$0.00	\$0.00	SAA/FBO: Weekly Svcs; Mats, Soap, GermX, Sanis Screens
4216539966	1/2/2025	2/1/2025	\$204.25	\$204.25	\$0.00	\$0.00	\$0.00	\$0.00	SAA/FBO: Weekly Svcs; Mats, Soap, GermX, Sanis Screens
<b>Vendor CINTAS Totals:</b>			\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DIANARI Diana Ries Designs, Inc.</b>									
14623	12/31/2024	12/31/2024	\$685.00	\$685.00	\$0.00	\$0.00	\$0.00	\$0.00	SAA: December 2024 Website Updates
<b>Vendor DIANARI Totals:</b>			\$685.00	\$685.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>JACKS Jack's Lawn Service</b>									
2439	1/1/2025	1/31/2025	\$8,325.00	\$8,325.00	\$0.00	\$0.00	\$0.00	\$0.00	SAA: January 2025 Lawn and Landscape Care
2440	1/1/2025	1/31/2025	\$225.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	SAA: Replaced Flowers at Flagpole
<b>Vendor JACKS Totals:</b>			\$8,550.00	\$8,550.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>PAYCHEX Paychex of New York LLC</b>									
7592542	1/5/2025	1/20/2025	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	SAA/FBO: January 2025 Monthly Fee for Stratustime - Online Time Keeping Program
<b>Vendor PAYCHEX Totals:</b>			\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>SHUTTS Shutts &amp; Bowen, LLP</b>									
1958584 ESTONE	12/31/2024	1/30/2025	\$67.20	\$67.20	\$0.00	\$0.00	\$0.00	\$0.00	SAA: December 2024 Legal Svcs; E-Stone Creditor's Rights
1958635 ED	12/31/2024	1/30/2025	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	SAA: December 2024 Legal Svcs; Eminent Domain - Haywood Taylor Blvd
<b>Vendor SHUTTS Totals:</b>			\$217.20	\$217.20	\$0.00	\$0.00	\$0.00	\$0.00	
<b>SWAINE Swaine, Harris &amp; Wohl, P.A.</b>									
164703 SLID	12/31/2024	1/30/2025	\$340.00	\$340.00	\$0.00	\$0.00	\$0.00	\$0.00	SAA: December 2024 Legal Services; SLID Dispute
164704 OC	12/31/2024	1/30/2025	\$2,375.00	\$2,375.00	\$0.00	\$0.00	\$0.00	\$0.00	SAA: December 2024 General On-Call Services
164705 ESTONE	12/31/2024	1/30/2025	\$180.00	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	SAA: December 2024 Legal Services; E-Stone
<b>Vendor SWAINE Totals:</b>			\$2,895.00	\$2,895.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Report Totals:</b>			\$46,098.47	\$46,098.47	\$0.00	\$0.00	\$0.00	\$0.00	

Accounts Payable Aged Invoice Report  
 Open Invoices - Aged by Invoice Date - As of 1/8/2025  
 Sebring Airport Authority (FBO)

Vendor No./ Invoice No.	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
<b>ASCENT Ascent Aviation Group</b>									
1076383	12/19/2024	1/8/2025	\$22,072.34	\$22,072.34	\$0.00	\$0.00	\$0.00	\$0.00	FBO: Jet-A Fuel @ KSEF
1079218	1/2/2025	1/22/2025	\$30,810.33	\$30,810.33	\$0.00	\$0.00	\$0.00	\$0.00	FBO: 100LL Avgas @ KSEF
M317906	1/1/2025	1/11/2025	\$2,846.00	\$2,846.00	\$0.00	\$0.00	\$0.00	\$0.00	FBO: Lease 5000 GAL Jet-A Refueler & CC Heartland Warranty Fee/CC Communication Fee
M318106	12/31/2024	1/20/2025	\$60.66	\$60.66	\$0.00	\$0.00	\$0.00	\$0.00	FBO: Wing Points Issued Thru 12.31.24
<b>Vendor ASCENT Totals:</b>			<u>\$55,789.33</u>	<u>\$55,789.33</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
<b>Report Totals:</b>			<u>\$55,789.33</u>	<u>\$55,789.33</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	

# Sebring Airport Authority Agenda Item Summary

**Meeting Date:** January 16, 2025

**Presenter:** Andrew Bennett

**Agenda Item:** United States Department of Agriculture Animal and Plant Health Inspections Services (APHIS) & Wildlife Services (WS)

**Background:** This agreement is to help Sebring Airport Authority control wildlife species on their airfield such as coyotes (*Canis latrans*), feral swine (*Sus scrofa*), white-tailed deer (*Odocoileus virginianus*), Raccoons (*Procyon lotor*), and multiple avian species that can cause harm to aircraft, human safety, and damage to the airfield.

**Planned APHIS & WS Activities:** The Wildlife Specialist will work with Sebring Regional Airport personnel as requested to assist with wildlife issues as they become apparent. This financial plan will cover approximately 140 hours of work. The planned activities for the Wildlife Specialist are identified below.

- Monthly night surveys for wildlife hazards
- Wildlife control with the use of firearms and traps
- Raptor trapping, banding, and relocation as necessary
- Wildlife harassment with pyrotechnics
- Part 139 training if requested

**Term & Fee:** This agreement shall become effective January 01, 2025, and shall continue until December 31, 2025. The on-demand distribution of services requested by this agreement may vary as necessary but may not exceed: \$6,560.00 during the referenced term.

**Requested Motion:** Move to approve and authorize the Executive Director or Deputy Director to execute lease accordingly.

## Board Action:

Approved   X  

Denied           

Tabled

**COOPERATIVE SERVICE AGREEMENT**  
between  
**SEBRING AIRPORT AUTHORITY and**  
**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)**  
**WILDLIFE SERVICES (WS)**

**ARTICLE 1**

The purpose of this agreement is to cooperate in a wildlife damage management project as described in the attached Work Plan.

**ARTICLE 2**

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353. , to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

**ARTICLE 3**

APHIS-WS and the Cooperator agree:

1. The Cooperator will provide payment upon receipt of quarterly bill to "USDA, APHIS".
2. The performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
3. Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.
4. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management services that the Cooperator is seeking from APHIS-WS.
5. The performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
6. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

**ARTICLE 4**

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement also may be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

**ARTICLE 5**

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise there from.

**ARTICLE 6**

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 USC 1346(b), 2401(b), 2671-2680). This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

This agreement shall become effective January 01, 2025 and shall continue until December 31, 2025. This agreement may be amended or terminated at any time by mutual agreement of the parties in writing. Further, in the event the Cooperator does not, for any reason, provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

As required by Debt Collection Improvement Act of 1996:

Cooperator's Tax ID No.: 59-1173009  
APHIS-WS's Tax ID: 41-0696271

Andrew Bennett  
Sebring Airport Authority  
Sebring, FL 33876

Parker Hall  
USDA-APHIS- Wildlife Services  
2820 E. University Ave.  
Gainesville, FL 32641

  
\_\_\_\_\_  
Cooperator's Signature

1.17.25  
\_\_\_\_\_  
Date

\_\_\_\_\_  
APHIS-WS State Director's Signature

\_\_\_\_\_  
Date

**U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)  
WILDLIFE SERVICES (WS)  
WORKPLAN  
FOR  
SEBRING AIRPORT AUTHORITY**

**Location:** Sebring Regional Airport  
**Proposed Dates:** 01/01/2025 – 12/31/2025

**Introduction:**

The U.S. Department of Agriculture (USDA) is authorized to protect American agriculture and other resources from damage associated with wildlife. The primary authority for APHIS WS is the Act of March 2, 1931 (46 Stat. 1468; 7 U.S.C.426-426b) as amended, and the Act of December 22, 1987 (101Stat. 1329-331, 7 U.S.C. 426c). Wildlife Services activities are conducted in cooperation with other Federal, State, and local agencies, private organizations and individuals.

The APHIS WS program uses an Integrated Wildlife Damage Management (IWDM) approach (sometimes referred to as IPM or “Integrated Pest Management”) in which a series of methods may be used or recommended to reduce wildlife damage. IWDM is described in Chapter 1, 1-7 of the Animal Damage Control Program Final Environmental Impact Statement (USDA, 1994). These methods include the alteration of cultural practices as well as habitat and behavioral modification to prevent damage. However, controlling wildlife damage may require that the offending animal(s) are killed or that the populations of the offending species be reduced.

**Purpose:**

The purpose of this agreement is to help Sebring Airport Authority control wildlife species on their airfield such as coyotes (*Canis latrans*), feral swine (*Sus scrofa*), white-tailed deer (*Odocoileus virginianus*), Raccoons (*Procyon lotor*), and multiple avian species that can cause harm to aircraft, human safety, and damage to the airfield.

**Planned APHIS WS Activities:**

WS, through its local office, will provide a Wildlife Specialist to conduct wildlife control operations at Sebring Regional Airport. The WS employee will have appropriate training and professional expertise to provide control and scientific advice regarding the control of coyotes, feral swine, white-tailed deer, raccoons, and multiple avian species. Additionally, WS will maintain all necessary permits and authorization for trapping, night shooting, and raptor banding/relocation as necessary. The Wildlife Specialist will work with Sebring Regional Airport personal as requested to assist with wildlife issues as they become apparent. This financial plan will cover approximately 140 hours of work to. The planned activities for the Wildlife Specialist are identified below.

- Monthly night surveys for wildlife hazards
- Wildlife control with the use of firearms and traps
- Raptor trapping, banding, and relocation as necessary
- Wildlife harassment with pyrotechnics
- Part 139 training if requested

## FINANCIAL PLAN

Cost Element		Full Cost
Personnel Compensation		\$4659
Travel		-
Vehicles		-
Other Services		-
Supplies and Materials		250
Equipment		250
Subtotal (Direct Charges)		\$5159
Pooled Job Costs [for non-Over-the Counter projects]	11.00%	\$568
Indirect Costs	16.15%	\$833
Aviation Flat Rate Collection		
Agreement Total		\$6560
The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$6560		

Cooperator Name, Address, Phone Number, Email

Andrew Bennett  
 Sebring Airport Authority  
 Sebring, FL 33876  
 863-314-1319  
 colleen@sebring-airport.com

APHIS-WS State Office Name, Address, Phone Number, Email

Vielka Dyer  
 2820 E. University Ave.  
 Gainesville, FL 32641  
 352-448-2137  
 vielka.g.dyer@usda.gov

# Airport Executive BRIEF



# Happy New Year 2025

## CONTENTS

### Airport News From the Deputy Director

- Taxiway Delta Design
- Vertiport
- SPCC & SWPPP Plans
- High Mast Lighting

### Executive Director's Updates

- Girls Fly Now!
- Sebring International Raceway News







### Taxiway Delta Design

Avcon is progressing with 60% design and is on schedule to have final design and specifications completed by January 31st.

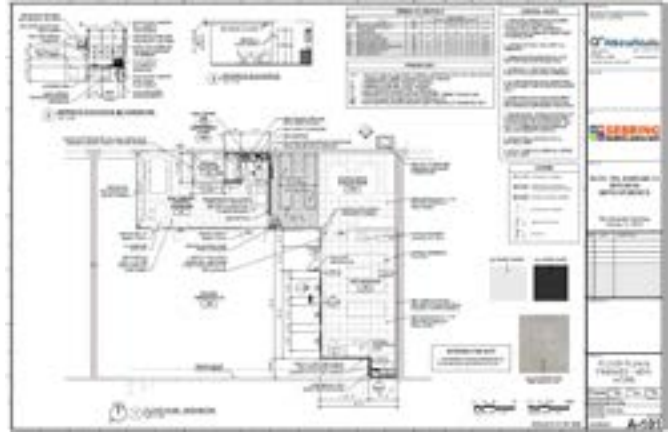
### Vertiport & ALP Update

Coordination of the electrical infrastructure for the Vertiport is ongoing with Duke Energy and Beta, the manufacturer of the charging stations. AtkinsRéalis is continuing to work on the electrical design portion of the Vertiport with specific focus on a charging station for electric aircraft along the apron area. Discussion with FAA representative remains ongoing with recent updates to various FAA issued design/engineering briefings.



### Duc Propellor - Hangar C2 Office and Workshop Buildout

Design of the upgrades to the Duc Propellor hangar has been completed and the project has been released for bidding on January 10th. Bidding will conclude on February 21st.



### Spill Prevention, Control and Countermeasure (SPCC) Plan & Storm Water Pollution Prevention Plan (SWPPP) Updates

Documentation updates are ongoing and AtkinsRéalis will collect all relevant information from various airport tenants as a part of this process. The required plan updates are expected to be completed in late February 2025.

### Apron High Mast Lighting – Construction

Trinity Electrical Services confirmed their construction team will mobilize on February 10th and will commence project construction on February 17th. Project completion is anticipated to last approximately 6 weeks.

## GIRLS FLY NOW! SATURDAY, FEBRUARY 22

Join us for a free, open house introducing girls ages 8–18 to the wonderful careers and opportunities that aviation offers.

The open house includes prizes, aviation activities and a tour, plus meet with real-life pilots and aviation professionals.

Register online: [sebring-airport.com/girls-fly-now/](https://sebring-airport.com/girls-fly-now/) Questions: Call 239-826-8440.

We wish to thank Women In Aviation International, Heartland FL 99s, and Heartland EAA Chapter 1240 for producing this event at Sebring Airport.

**WHEN: FEBRUARY 22**  
**TIME: 9:00 AM–NOON**  
**WHERE: SEBRING AIRPORT, TERMINAL BUILDING**



# Sebring International Raceway Upcoming Events

## **February 20-23 – SPEEDTOUR SVRA & TRANS-AM**

SpeedTour offers a full weekend of sports car racing, including several classes in the exciting Trans-Am series, Feb. 20-23. The SVRA Trans-Am weekend features vintage race cars at the heart of this event that offers a mix of old and new. This year Historic Trans-Am racers will come from around the country to celebrate the Trans-Am Hall of Fame at the site Trans-Am began in 1966.

## **March 6-9 – HSR CLASSIC 12 ENDURANCE CHAMPIONSHIP PRESENTED BY MISSION FOODS**

Back-to-back weekends of incredible sports car racing begins March 6 with the first event of the inaugural full season of the HSR Classic 12 Endurance Championship Presented by Mission Foods. The HSR Classic 12, which has been part of the historic sports car series' December program at Sebring for nearly a decade, moves to its new March date the weekend before the Mobil 1 Twelve Hours of Sebring.



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**