

**Sebring Regional Airport & Industrial Park  
Community Redevelopment Agency  
Telephonic Technology – Conference Call  
Commission Meeting Agenda  
April 16, 2020**

**Following SAA Board Meeting**

**Hendricks Field Center  
Sebring Airside Center**

**1. OPENING ITEMS**

**a) Call to Order**

Executive Order No. 20-52, issued by the Office of Governor Ron Desantis on March 9, 2020, declared a state of emergency in Florida and that order remains in effect today. Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron Desantis on March 20, 2020, local government bodies may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

During this virtual meeting, please place your phone on mute when you are not speaking, to minimize potential background noise.

The public will be afforded an opportunity to address this Board today on all items on the agenda, but please do so only when I call for public input.

When you address the Board, please identify yourself so we can have a clear record of today's meeting.

**b) Roll Call**

**c) Set the Agenda**

**2. CONSENT AGENDA**

**a) Approve February 2020 Minutes**

**b) Approve March 2020 Invoices**

**3. ACTION ITEMS**

**a) Project Assistance Agreement - Airfield Marking Project (Runway 14-32 & 1-19)**

**b) CRA Resolution 20-03 Approving Budget Amendment C20-02**

**4. MISCELLANEOUS**

**5. BOARD OF COMMISSIONERS' BUSINESS**

**6. CONCERNS OF THE PUBLIC**

**7. EMERGENCY BUSINESS**

**8. ADJOURNMENT**

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

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

**SEBRING REGIONAL AIRPORT & INDUSTRIAL PARK  
COMMUNITY REDEVELOPMENT AGENCY MEETING  
February 20, 2020**

The Sebring Regional Airport & Industrial Park Community Redevelopment Agency Board of Commissioners held a meeting February 20, 2020 at 1:11 p.m. at 128 Authority Lane, Sebring, Florida. A quorum was met, and the following were in attendance:

Stanley Wells	-	Chairman
Terrill Morris	-	Vice Chairman
Craig Johnson	-	Secretary
Pete McDevitt	-	Asst. Secretary
Mark Andrews	-	Board Member
Sid Valentine	-	Board Member

Also

Mike Willingham	-	Executive Director
Beverly Glarner	-	Executive Assistance
Colleen Plonsky	-	Director of Finance
Bob Swaine	-	Swaine and Harris
Tim Shea	-	Avcon
Jason Ali	-	Volo Aviation
Eldy Gall	-	Spring Lake Homeowners Assoc
Marty Gall	-	Spring Lake Homeowners Assoc
Danielle Priest	-	Amherst Consulting

## **1. OPENING ITEMS**

### **A. Call to Order**

The CRA Meeting was called to order at 1:15 p.m.

### **B. Roll Call**

Stanley Wells, Pete McDevitt, Craig Johnson, and Mark Andrews were present for the meeting. Sid Valentine, Carl Cool and Terrill Morris were absent.

### **C. Set the Agenda**

There was a motion to set the agenda by Craig Johnson and a second by Pete McDevitt. The motion was passed with aye votes by McDevitt, Andrews, Wells, and Johnson.

**2. CONSENT AGENDA**

**Approve the Consent Agenda:**

There was a motion by Pete McDevitt to approve the Consent Agenda and a second by Craig Johnson. The motion was passed with aye votes by Wells, McDevitt, Johnson, and Andrews.

**3. ACTION ITEMS**

**4. MISCELLANEOUS**

**5. BOARD OF COMMISSIONERS' BUSINESS**

**6. CONCERNS OF THE PUBLIC**

**7. EMERGENCY BUSINESS**

**8. ADJOURNMENT**

Meeting was adjourned at 1:18 p.m.

  
\_\_\_\_\_  
D. Michael Willingham

4.16.20  
\_\_\_\_\_  
Approved by Board

**Accounts Payable Aged Invoice Report**  
**Sorted by Vendor Number**  
**Open Invoices - Aged by Invoice Date - As of 4/8/2020**  
**Sebring Airport Authority (CRA)**

Invoice Number	Invoice Date	Due Date	Invoice Balance	Current	30 Days	60 Days	90 Days	120 Days	
SHUTTS	Shutts & Bowen LLP								
1440370	3/31/2020	5/31/2020	3,870.00	3,870.00	0.00	0.00	0.00	0.00	CRA: Legal Services March 2020
	<b>Vendor SHUTTS Totals:</b>		<u>3,870.00</u>	<u>3,870.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
	<b>Report Totals:</b>		<u><u>3,870.00</u></u>	<u><u>3,870.00</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 Regional Airport & Industrial Park  
Community Redevelopment Agency  
AGENDA ITEM SUMMARY**

**MEETING DATE:** April 16, 2020

**PRESENTER:** Mike Willingham

**AGENDA ITEM:** Project Assistance Agreement -Airfield Markings Project

**BACKGROUND:** Airport pavement markings are an important part of airfield's visual aids. It is very important that markings are well maintained. The purpose of airfield markings is to increase visibility and decrease runway violations. In order to ensure safe taxi, landing and take-off of aircraft, airports provide visual aids. Airport aids include runway and taxiway markings and signs, navigation aids, edge lighting and runway light landing aids.

Both Federal Aviation Administration and Florida Department of Transportation require well maintained markings for Airport to continue receiving grant funding and operational licensing.

**REQUESTED MOTION:** Move to approve and authorize D. Michael Willingham as Executive Director to execute same.

**BOARD ACTION:**

APPROVED  
 DENIED  
 DEFERRED  
 OTHER

Sebring Airport Authority  
128 Authority Lane  
Sebring, Florida 33870

## PROJECT ASSISTANCE AGREEMENT AIRFIELD MARKING PROJECT

THIS PROJECT ASSISTANCE AGREEMENT is entered into this 16<sup>th</sup> day of April 2020, between **SEBRING AIRPORT AUTHORITY**, a body politic created by Florida law (herein referred to as "SAA") and the **SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY**, a community redevelopment agency in Highlands County, Florida created pursuant to Part III, Chapter 163, Florida Statutes (herein referred to as "CRA").

**WHEREAS**, the SAA owns and leases real property and operates an airport located at the Sebring Regional Airport and Industrial Park in Highlands County, Florida (herein referred to as the "**Property**"); and

**WHEREAS**, the CRA was formed by the Highlands County Board of County Commissioners for the purpose of assisting SAA in the development, funding and operation of the Sebring Regional Airport and Industrial Park; and

**WHEREAS**, within the Property, the SAA is required to maintain its airfield markings in accordance to FAA and FDOT standards (hereinafter referred to as the "**Project**") as necessary for the safe operation of the Sebring Regional Airport and Industrial Park; which benefits economic development; and

**WHEREAS**, the CRA finds that the Project will further economic development within the Property, and the Project is consistent with and in furtherance of the Community Redevelopment Plan, as updated November 19, 2015 (the "**Plan**"); and

**WHEREAS**, the SAA and the CRA find that the Project is a reasonable and necessary undertaking for the SAA, and that financial assistance for the Project by the CRA is consistent with the purposes for which the CRA was created and with the Plan; and

### **NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. **RECITALS.** The recitals set forth above are hereby incorporated in this Project Assistance Agreement in their entirety.

2. **PROJECT ASSISTANCE PAYMENTS.** The CRA finds that payment of funds up to Sixty Seven Thousand One Hundred and No/100ths Dollars (\$67,100.00) for the Project will benefit and enhance the CRA Area, and that financial assistance to SAA is appropriate and furthers the purposes of the Plan, as set forth above. Accordingly, the CRA agrees to pay up to the total sum of Sixty Seven Thousand One Hundred Dollars and No/100ths Dollars (\$67,100.00) for the Project.

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

**SAA:**  
Sebring Airport Authority  
Attn.: Executive Director

128 Authority Lane  
Sebring, FL 33870

**CRA:**  
Sebring Regional Airport and Industrial Park Community Redevelopment  
Agency  
Attn.: Chairman  
128 Authority Lane  
Sebring, FL 33870

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

4. **AMENDMENT.** No amendment, modification, or alteration of the terms hereof shall be binding unless the same is in writing, dated subsequent to the date hereof, and duly executed by each party.

5. **MULTIPLE ORIGINALS.** Multiple copies of this Agreement may be executed, each of which shall be deemed an original. Recording is strictly prohibited and shall be an event of default by the party causing the recording to be made.

6. **HOLD HARMLESS.** SAA agrees to save and hold CRA, its officers, agents and employees harmless from any and all liabilities, claims, actions, damages, awards and judgments to the extent allowed by law, arising from the SAA's obligations contained herein to contract and supervise the Project. However, nothing contained herein shall constitute a waiver by SAA of its sovereign immunity and the limitations set forth in Section 768.28, Florida Statutes.

7. **PERMIT, LICENSES AND AGREEMENTS.** SAA is responsible for obtaining all permits, licenses and agreements required for the Project.

8. **RECORDS.** SAA shall document all expenditures of money in detail sufficient for a proper pre-audit and post-audit report. SAA shall retain all records supporting the Project costs for three (3) years after the fiscal year in which the final payment was released by the CRA, or until final resolution of matters resulting from any litigation, claim or audit that started prior to the expiration of the three (3) year record retention period.

9. **INSPECTION.** CRA reserves the right to inspect the Project at any reasonable time, as well as the right to audit any and all financial records pertaining to the Project at any reasonable time. This Project Assistance Agreement can be unilaterally canceled and no further payments made by the CRA, if SAA refuses to allow public access to all documents, papers, letters or other material made or received in conjunction with the Interlocal Agreement pursuant to the provisions of Chapter 119, Florida Statutes.

10. **EFFECTIVE.** This Project Assistance Agreement has been executed pursuant to Section 163.01, Florida Statutes, and shall become effective upon execution by all parties.

11. **BENEFIT.** Nothing in this Project Assistance Agreement shall be construed to benefit any person or entity not a party to this Agreement. The expenditure of funds by CRA is for the improvement and benefit of property located within the CRA Redevelopment Area and will benefit the CRA.


IN WITNESS WHEREOF, the parties hereto or their lawful representatives, have executed this Agreement as of the date above written.



**SEBRING AIRPORT AUTHORITY**, a body politic created by Florida law

By:   
D. Micheal Willingham, Executive Director  
Date: 4.16.20

**SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY**, a body politic and corporate created and operating under Part III, Chapter 163, Florida Statues

By:   
D. Michael Willingham, Executive Director  
Date: 4.16.20

**RESOLUTION CRA 20-03**

**A RESOLUTION OF THE SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY TO APPROVE AMENDMENT C20-02 THE 2019-2020 CRA BUDGET.**

**WHEREAS,** The Sebring Regional Airport and Industrial Park Community Redevelopment Agency (CRA) 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 CRA Board of Commissioners;

**NOW, THEREFORE, BE IT RESOLVED BY A MAJORITY OF THE MEMBERS OF THE SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY AS FOLLOWS:**

**SECTION 1.** The CRA hereby approves the 2019-2020 Budget Amendment C20-02 presented.

**SECTION 2.** David Michael Willingham as Executive Director is authorized and directed to execute this Resolution No. 20-03 and the 2019-2020 Budget Amendment S20-03.

**PASSED AND ADOPTED** this 16th day of April 2020 **SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY**



By:   
D. Michael Willingham

**SEBRING REGIONAL AIRPORT AND COMMUNITY REDEVELOPMENT AGENCY**  
**BUDGET AMENDMENT # CRA C20-02**  
**EFFECTIVE ACCOUNTING PERIOD: February 2020**

4/16/2020

SUBMITTED BY: Colleen Plopsky

SIGNATURE: 

CENTER	ACCOUNT	ACCOUNT NAME	ORIGINAL BUDGET	INCREASE	DECREASE	REVISED BUDGET	Reason:
REVENUE						\$ -	
						\$ -	
COST CENTER (expenses)							
	512-091-CRA	CRA Agreements (Non-SAA)	\$ -	\$ 17,000.00	\$ -	\$ 17,000.00	Unbudgeted
						\$ -	
		Total Increase/(Decrease)	\$ -	\$ 17,000.00	\$ -	\$ -	
		Effect on Budgeted Operating Reserve		\$399,801.00		\$382,801.00	

REQUEST #: CRA C20-02

TRANSFER TYPE:

- ITEM TO ITEM
- OPERATING RESERVE
- BY RESOLUTION # CRA 20-03

BOARD APPROVAL:

  
~~Chairman or Vice Chairman~~

  
~~Secretary or Asst. Secretary~~