



# KEYSTONE AIRPARK AUTHORITY

## ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

Jan. 3<sup>rd</sup>, 2017 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

**\*\* MINUTES \*\***

Meeting began: 6:02pm

- I. PRAYER/PLEDGE OF ALLEGIANCE – Led by Chair Kirkland
- II. ROLL CALL: (Present) Chair Kirkland, Vice-chair Fryar, Mr. Nickels, Mr. Blake, Mr. Wynn, CPT Cater, Mr. Rischar, Mr. Prange, Ms. Whitney, Ms. Gall  
(Not present) S. Kornegay
- III. Public Comment - No public comment
- IV. CONSENT AGENDA – Nov. 2016 Financials & Dec. 6<sup>th</sup>, 2016 Regular Board Meeting Minutes

A motion was made to accept the consent agenda as presented.

Motion by: S. Fryar

2<sup>nd</sup> by: D. Nickels

All Ayes

### V. REPORTS STATUS

- **BILL PRANGE, URS – Nothing to report**
- **FDOT, MS. WHITNEY** – Reported that the Trench Drain project as well as the New Terminal Building project both expires 3/31/2017. Ms. Whitney requested that Ms. Gall send a request for extension letter this week.
- **CHAIRMAN & AVIATION CHAIRMAN, MR. KIRKLAND**
  - Briefly discussed the RFQ for Aviation Consultant and the need to establish a review committee to evaluate and make selection. Chair Kirkland established the following individuals for review committee: Chair Kirkland, Mr. Nickles, Mike Potapow (tenant) & Ms. Gall.
  - Reported the 2017 National CPI Increase was established at 1.7% (which was published in Nov. 2016). Chair Kirkland proposed we increase all leases by 1.7%.

A motion was made to increase the KAA CPI for 2017 by 1.7%.

Motion by: W. Wynn

2<sup>nd</sup> by: CPT Cater

All Ayes

- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE**
  - Reported that someone contacted him about an interest in putting in a rifle range to lease or build. Chair Kirkland stated that the KAA will require a formal request with more detailed information before moving forward.
- **NATURAL RESOURCE CONSERVATION CHAIRMAN/ TREASURER, MR. RISCHAR**
  - Reported that phase II (thinning process only) will begin as soon egress/ingress problem is resolved. After speaking with CPT Willard from Camp Blanding, Treat Rd. may be a possible solution as a temporary access point.
- **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR – Nothing to report**
- **AVIATION CHAIR, MR. WYNN – Nothing to report**

- **SECRETARY & FACILITIES/OPS. CHAIR, MR. NICKELS**
  - Updated the Board that the AWOS has currently been de-graded to level 2 (from level 3) based on the “sky condition” being inoperable. Waiting to hear back on assessment of problem & quote (\$\$) for repair.
  
- **MILITARY CHAIRMAN, CPT ROBERT CATER**
- **FBO MGR., MARIA GALL**
  - As the Propeller Turns
    1. TN Warm Coat Collection – reported that after finally hearing back from the contacts in TN., they regrettfully declined our donations because of the amount they have already received. Mike Brackenbury was able to get all contributions donated to our local Am Vets.
  - Upcoming Events:
    1. KHHS Aerospace Class scheduled for Feb. 16<sup>th</sup>. Ms. Gall is working with Mr. Lowendowski for an airport tour and static aircraft display. Mr. Nickles reached out to assist with
    2. Velocity Schedule – Jan. 14<sup>th</sup> – 29<sup>th</sup>, 2017
  - Facility Updates:
    1. Jet-A truck cover bids
    2. Board Member Work Day – Board agreed to schedule for Feb 4<sup>th</sup>, 8:00am.
    3. FSACCA Land Lease Agreement & May event – reported that Ms. Gall sent an agreement to the president of FSACCA to review. Also, FSACCA will be hosting a Fly-In lunch for May 6<sup>th</sup> at KAA. More detail to come.

Meeting adjourned: 7:12pm

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*Approved by:*

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*Attested by:*

