



KEYSTONE AIRPARK AUTHORITY

ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

May 2nd, 2017 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

**** MINUTES ****

Start: 6:02pm

I. PRAYER/PLEDGE OF ALLEGIANCE-

ROLL CALL - Absent: CPT Cater, Ron Blake

II. Public Comment - Frank Host reported that the Sportsmens Club on Aug. 19th, 50th Anniversary Celebration. More details to come.

III. CONSENT AGENDA

- Approval of Mar. 2017 Financials
- Approval April 11th, 2017 Minutes

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

Motion by: S. Fryar

2nd by: W. Wynn

All Ayes

IV. REPORTS STATUS

- **BILL PRANGE, URS**
 - Kickoff meeting on 4/21 for New Terminal Bldg./ Supplemental Agreement 11. Survey and geotechnical field work is completed and 2 people will be on-site this Thursday to look at current drainage conditions and biology issues as it pertains to the permit.
 - Working on task order for SA 12.
 - Completing a certification on 1st phase of RW markings project.
- **FDOT, MS. WHITNEY – nothing to report**
- **CHAIRMAN, MR. KIRKLAND**
 - 2017-18 Budget Workshop
 1. Proposing the Board be involved in building the budget. Budget is due to the City of KH no later than June 30th. The Board proposed a tentative date of May 25th at 5:00pm.
 - Board Assignments
 1. Presented that the Board seat assignments are up for renewal. Chairman asked that each board member review the seat descriptions and make any necessary changes. Send amendments to Ms. Gall so that we can present a packet prior to June meeting.
 2. Mr. Nickels requested noted the need to retitle and revise the Aviation Chair position since he and Mr. Wynn have been sharing those responsibilities.
- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE – Not Present**
- **NATURAL RESOURCE CONSERVATION CHAIRMAN/ TREASURER, MR. RISCHAR – not present**
- **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR**
 - Website Update
 1. Working with Ms. Gall with new (local) web designer.
 2. May 19th, is a preliminary deadline for first draft of website
- **AVIATION CHAIR, MR. WYNN**
 - Keystone Sportsmens Club – Additional land license for archery
 1. Met with Frank Host on 4/30 to ride the trails on land in mention. Mr. Wynn recognized that many areas of the land have been encroached upon. Much of the activity is on the Camp Crystal side. Chair Kirkland said that once the property boundaries are defined we can schedule a meeting with Camp Crystal and discuss the activity on non-leased land.

2. Ms. Gall will provide a copy of the newest survey which was completed approximately 2 years ago by CC.
 3. Chairman Kirkland stated we need to consider the new findings on the zoning issues with Bradford County. He stated that that parcel is zoned as “Industrial” and KAA will need to investigate what the land usages are. Clarification needs to occur before making decisions. Chair Kirkland recommends that we table this issue until our June meeting.
 4. Mr. Nickels stated that he supports the hunting activity as it benefits wildlife control and its relation to aviation and aircraft traffic safety.
 5. Mr. Fryar commented as to the safety of surrounding camps and traffic. Mr. Host spoke about the “rules of hunting.....if you don’t know what it is, you don’t shoot it”. He ensured that all Club members are required to go through hunter safety courses. Mr. Nickels stated he feels that it is everyone’s responsibility to communicate to all tenants about hunting season.
- Reported grapple rake purchase prices are coming in at \$5,145.00, \$5,000, & \$3,750.00. Mr. Wynn recommends that we focus the funds on other equipment. If the Board decides to purchase the grapple, he recommends we go with the \$3,750 bid.

Motion to purchase a grapple from Wallace Equipment in the amount of \$3.750.

Motion by: W. Wynn

2nd by: S. Fryar

All Ayes

- Gutter drain bid came in higher than expected. Mr. Wynn will be contacting Union Lasteel to get another quote.
- **SECRETARY & FACILITIES/OPS. CHAIR, MR. NICKELS**
 - Reported that Patty Wagstaff Inc. is now the “owner” of the 42J aerobatic box. He provided the certificate (and verbiage) for the Board to review.
 - Traffic Pattern Change (RW 5, RW 29)
 1. Proposing traffic pattern change from left hand (standard) to right hand (non- standard) based on aerobatic and parachute activity. Currently the traffic pattern on RW 5 & 29 goes right through activity “box”.
 2. Current map from aeronautical chart is missing the “parachute activity” emblem. Mr. Nickels is going to work on getting updated.
 3. Presented a copy of the page from the Chart Supplement. The information that needs to be updated will be the traffic pattern change as well as the aerobatic and parachute activity. He provided a copy of Quincy Airport page as reference to Right Hand Traffic, aerobatic activity, etc.
 4. Chairman asked if the FAA needs to approve a traffic pattern change. Chairman suggests that Mr. Nickles reach out to AOPA. Mr. Nickels will report back.
- **MILITARY CHAIRMAN, CPT ROBERT CATER – Not Present**
- **FBO MGR., MARIA GALL**
 - Reported on the Young Eagle event that was held on April 15th. Event coordinators were very happy and asked if they can schedule 42J as an annual event.
 - Hi-Lite paving project completed on April 19th. Bill Prange approved work and final reimbursement request has been sent to FDOT.
 - FDOT pavement inspection was conducted on 4/24. Report will be sent within a couple of months. Inspection falls every 3 years.
 - Met with a representative from Enterprise Rental Car on 4/18 to discuss better accessibility.
 - Attended the Bradford County Commissioners Meeting on May 1st and gave brief airport update regarding zoning and asked for county support.
 - Attended KH City Council Mtg on May 1st and gave airport update. City Council thanked KAA for support at NEFLC dinner.
 - Met with Kenny Hall (Public Works KH) on May 2nd to discuss storage of Keystone Heights Hotel artifacts at the airport.
 - Meeting with Clay Today to discuss article and advertisement in special Keystone insert.
 - FSACCA event has been cancelled for May 5th weekend due to conflict of schedules.
 - Av-gas tank cleaning scheduled for 5/9 & 10. Posted and emailed for tenants. NOTAM has been set.
 - Col. Matt Johnson (CBNG) is scheduled for a tour of airport on May 12th.
 - Clay County Tourism Summit scheduled for May 19th at Thrasher Horne. Ms. Gall will be attending.
 - May 12th is scheduled for Camp Blanding jumps. Times are TBA. Fuel sales are anticipated.

- **KH CITY MANAGER, SCOTT KORNEGAY**

- City Charter states that the City Mgr is solely responsible for preparing and presenting budget. That being said, Mr. Kornegay is going to host a budget workshop. Date for early June. Will update.
- May 3rd is the annual EOC Hurricane Preparedness 9:00am-12:00pm.
- City van is ready for delivery.

Adjourned: 7: 41pm

Approved:

Attested: