



KEYSTONE AIRPARK AUTHORITY

ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

June 2nd, 2015

****MINUTES****

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

Start: 6:01

End: 8:32pm

I. PRAYER/PLEDGE OF ALLEGIANCE

ROLL CALL - All present

- II. Mr. Lon Stafford (CRI Auditing) reported on the 2013/14 Financials. He provided copies to all Board members. Reported that all financials reported are correct. He reported on the loss the airport experienced. He went onto explain that these losses are mainly due to depreciation, which he sees in the airport industry. The acquirement of grants does help in this instance. Mr. Stafford went onto briefly explain each “chapter” of the report (Management Letter, Compliance report, Internal Controls, Compliance with Florida Statutes, Schedule of Findings. The schedule of findings reiterates and confirms why we secure and hire an annual auditing company.

- Board members and City Councilman, Lewandowski asked specific questions regarding processes and overall financial balances of accounts.

III. Public Comment - none

IV. CONSENT AGENDA

A motion was made to approve the 2015 April financials and to table the 2015 May 5th minutes until July meeting after revision.

Motion by: W. Wynn

2nd: S. Fryar

All Ayes

V. REPORTS STATUS

• BILL PRANGE, URS

- **Camera Project Update** – Mr. Prange reported that the project has run into a few problems. A faulted switch (manufacturer issue) has been replaced. The system has also been hit twice with lightening on the surge protectors. The cameras were not damaged, only the surge protectors. The good news is that the system was hit while the project was still being installed; therefore the expense falls onto the contractor. The contractor has proposed that the system be put onto a wireless network which would be an add'l \$700.00 Mr. Prange is not suggesting that as an option at this time, but if we continue to have issues, we may want to entertain this option. Mr. Fryar asked if the camera at gate G-2 is operating in full service and tested since it is on a “stand alone” system. Mr. Prange stated that he would confirm with contractor. Anticipated completion date is TBD. Mr. Prange wants the system to work 2 weeks straight without interruption.
- **Apron Rehab Project Update** – plans were issued this week. Advertising went into local paper last week as well as individual letters sent to contractor. Pre-bid mtg June 3rd, bid opening June 18th, June 23rd is Special Mtg to approve the grant for submittal to FAA. The estimated timeframe for project is approximately 3 mths. A NOTAM will be required during this process, but it will NOT shut down plane access to fueling area. KAA will need to set NOTAM in coordination with Mr. Prange. Mr. Rischar inquired whether or not an on-site project mgr will be present during process. Mr. Prange recommends that we either consider a part time project mgr or have staff and Board members play a roll which would contact URS if issues came about.
- **June 23rd Mtg.** Tabulation of bids and recommendation of contractor award. Mtg will also require a motion to approve grant and move forward with grant application.

• FDOT, MS. CLOUD –

- Brief overview regarding upcoming Work Program for 2020/2021. After review and comparison of Master Plan, we have confirmed that everything aligns.
- Projects loaded in JACIP:
 1. New Terminal (2015/16)
 2. Apron rehab (2015)
 3. Entrance Road for west side economic development area (2016/17 & 2017/18)
 4. T-Hangar (10 unit) (2018/19 & 2019/20)

5. Drainage study (2018/19)
 6. Design and re-construction / pavement rehab for Taxi-way "A" (2018/19 & 2019/20)
 7. 2 set of T-hangars (2020/21)
 8. Security Gates Upgrade (2020/21)
 9. De-coupling of self-serve area & new batwing mower and tractor (2020/21)
- **CHAIRMAN & AVIATION CHAIRMAN, MR. KIRKLAND**
 - New Hangar Construction Update - Clay County has removed the requirement for Fire Suppression. Matt Denson with Union Lasteel has acquired permit and will be calling this week for scheduling.
 - Update on temporary pavement repair on the Passero/ Pipeline pavement dispute– Repair project to begin June 8th-10th . All material removed will placed on site as it will be looked at as "evidence". KAA will be photographing are before, during and after repair for legal reasons. It was suggested by Ron Woods to have a new survey conducted after repair.
 - Reminder of Special Meeting on June 23rd at 6:00pm.. The agenda will be for the Apron Rehab grant application as well as KAA projects and tasks (handout from last month's meeting). Since this is a Special Meeting only items on agenda will be discussed.
 - Wings of Dreams Contingency Plan – Last June 2014 there was a request for a contingency plan to be presented to the KAA Board. There were 4 items that were presented by Mr. Oehl.
 - **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE**
 - Has been working on REDI status project. Will update the Board next month on progress.
 - **CHAD RISCHAR**
 - After being spearheaded with the Forestry Natural Resource Update project, the following was presented:
 1. Presented Board with ideas with forestry revenue.
 2. Presented avenues for FSU students to come and
 3. Longleaf Community Projects
 4. Potential grants & outside funding opportunities available
 5. Updated mapping needed
 - Chair Kirkland has requested that we spend even more time discussing these items at the Special KAA Board Meeting.
 - **VICE-CHAIR & SECURITY CHAIRMAN SCOTT FRYAR**
 - **Vehicles and equipment needs** – Updated Board on recent sales of vehicles and equipment totaling approximately \$3000. Mr. Fryar is recommending the Board entertain making a motion to approve \$6,000 to move forward on purchasing a UTV. The standard protocol of bidding process will be obtained. Chair Kirkland recommended we create the specs for bid, present to Board and make motion to approve \$\$ for approval.
 - Discussed with the Board the current cost of doing business and current repairs. Since Chair Kirkland tasked Board with add'l revenue sources, Mr. Fryar discussed the following:
 1. Wings of Dreams utilizing the Corporate #3 hangar. After giving a history of donations the KAA continues to give to W of D, the airport continues to lose revenue opportunities on properties being utilized..... Mr. Fryar proposes that we give Mr. Oehl a notice to vacate the Corp hangar #3 so KAA can begin moving planes from the waitlist into bulk storage (for add'l revenue).
 2. Chair Kirkland spoke to Ron Woods (engineer working on litigation) about the structural integrity of the Corp. hangar #3. We have received confirmation that there is no weakness in the structural integrity and suggest that we move forward on making this space a Bulk storage. This decision does not require a motion since there is no documented lease with the W of D.
 3. Mr. Wynn had a conversation with Mr. Oehl about possibly moving into the old Joe Davis hangar. His response was that based on the condition of the building, he has no use for it.
 - AWOS update: Vice-Chair Fryar mentioned he had been working to add information about the Aerobatic box to the AWOS verbiage.
 - **AVIATION CHAIR, MR. WYNN,**
 - Old Joe Davis hangar update. Proposing clean-out so we can leas out.
 - The FIRM was in need of a water tank to help keep dust contained during training. KAA secured a tank
 - **SECRETARY/ FACILITIES & OPS CHAIR, DAVID NICKELS**
 - Introduced himself and briefly spoke to some of the items he will be tackling in his new role.
 - **MILITARY CHAIRMAN, CPT ROBERT CATER**

- Mortars being fired on south post June 7-11th .
- UAS's 6/13-26th
- Shooting Opportunities Event (CMP) scheduled for 6/13&14. Call Camp Museum for more details. This is a monthly event.
- **BRIAN SCHIRBOCK**
 - Facility update: R & D Ops, paint direction project on Airport Road, staying current with equipment maintenance, requested a timeframe for electric install for Maint. Bldg.
- **MARIA GALL**
 - Thanked Mr. Kirkland, Mr. Wynn, Mr. Fryar and Mr. Rischar for not only helping cover airport shifts while Mr. Schirbock was at National Guard Training & Ms. Gall's recent activity with daughter's senior year, but also for the numerous amount of hours making repairs and improving airport grounds.
 - Hangar Update – 2 T-hangars came available and were immediately filled. Waitlist continues to maintain, holding approximately 10 T-hangars/ 6-8 Corporate hangar needs.
 - Calendar of events –
 1. Camp Blanding Jumps scheduled for June 11-13th
 2. Ethics Training 6/11 & 6/15
 3. Ms. Gall vacation scheduled for June 15-19th
 4. June 6th – W of D Fly-in breakfast

VI. Other:

- Chairman Kirkland presented the Board with information supplied by College of Missionary Aviation regarding further development and expansion of college. Also provided the Board with upcoming events that will impact airport. Updates are included in packets.
- Frank Host/ Sportsman's Club: Trespassing with 4-wheelers is occurring. They are noticing near the gates near lake. Chairman suggested that they put up a camera. Also suggested we call FWC to report possible hunters.
- City Councilman Mr. Lewandowski announced that the City Council has changed the city representation at KAA Board Meetings effective June 1, 2015. The represented will now be considered "Keystone Heights Airport Committee".

Secretary, David Nickels

Office Mgr., Maria Gall