



KEYSTONE HEIGHTS AIRPORT AUTHORITY

ORDER OF BUSINESS AND AGENDA KEYSTONE HEIGHTS AIRPORT AUTHORITY

Sept. 4th, 2018 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

**** MINUTES****

Meeting began: 6:00pm

I. PRAYER/PLEDGE OF ALLEGIANCE - Delivered by Wayne Wynn

II. ROLL CALL

- Present: Chairman Kirkland, Vice-chair Fryar, Mr. Nickels, Mr. Rischar, Mr. Wynn, Mr. Blake, Mr. Prange, Ms. Whitney, Mr. Korneygay, Ms. Hitt
- Not Present: Mjr. Brothers (Camp Blanding Rep.)

III. Public Comment - NONE

IV. CONSENT AGENDA

- Approval of July, 2018 Financials
- Approval July 10th, 2018 & Aug. 7th, 2018 Minutes

A motion was made to accept the Consent Agenda as presented

Motion by: D. Nickels

2nd by: S. Fryar

All Ayes

V. REPORTS STATUS

• **CHAIRMAN, MR. KIRKLAND**

- Scheduled the next Zoning Workshop for Sept. 25th, 2018@ 5:30pm. Mr. Kirkland will create agenda and have Ms. Hitt provide prior to meeting for review.
- Generator – Inquired if Mr. Wynn has made any progress on a generator through the State Surplus. Mr. Wynn will have an update at Oct. meeting since he has been out of town.
- Mr. Kirkland excused himself early due to a previous engagement. He asked that Vice-Chairman Fryar head the remainder of Board Meeting.

A motion was made to close T/W “A” at the depression area until further repair can be completed. Appropriate lighting, signage and NOTAMs will be in place at time of closure.

Motion by: S. Fryar

2nd By: D. Nickels

All Ayes

• **AIRPORT ENGINEER - BILL PRANGE, AECOM**

A motion was made to approve Supplemental Agreement No. 14 for Construction Phase services for T/W “A” project in the amount of \$521,485.

Motion by: D. Nickels

2nd by: C. Rischar

All Ayes

- Mr. Prange presented a preliminary draft of a 80x80 hangar to the Board to review for the Bulk Hangar Project.
- Mr. Prange reported that he will have a task order for design and permitting ready by the Oct. Board Meeting.
- **FDOT, MS. WHITNEY – Nothing to report**
- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE – Nothing to report**
- **NATURAL RESOURCE CONSERVATION CHAIRMAN/ TREASURER, MR. RISCHAR**
 - Reported that he is working on the logging contract with Ms. Hitt and should have ready to run bid-advertisement in October. A map indicating the logging areas were provided to Board members to review.
 - Mr. Nickels inquired whether or not we include trees that are currently in the RPZ on RW 23 during the logging project. Mr. Rischar said that he would have the contractor look at the feasibility.
 - Mr. Rischar’s recommendation is to take those funds from the logging/mulching project and use as reforestation on certain needed tracts. The Board members agreed.

- Removal of modular homes - Ms. Hitt updated that the Velocity modular homes are being dismantled and land is being cleared.
- Reported and reminded that the Fall Air-Ops Hunt is scheduled for Oct 5-7th. Volunteer and fundraising opportunities are underway. Confirmed 5 veterans would be participating this season.
- **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR – Nothing to report**
- **SECRETARY & AVIATION CHAIR, MR. NICKELS**
 - Inquired whether or not we could request to include repainting of center lines going from T/W “A” back to hangars A, B & C with T/W “A” rehab project since it is considered *Aircraft Movement Area*. Ms. Whitney said that she would check about additional funding and report back.
 - FAA Advisory Circulars/ FAA Federal Aviation Regulations difference/clarification – **TABLED**
 - Board Duties & Responsibilities - **TABLED**
- **AVIATION FACILITIES/OPS. CHAIR, MR. WYNN – Nothing to report**
- **MILITARY CHAIRMAN, MJR BROTHERS – Not present**
- **AIRPORT MGR., MARIA HITT**
 - Updated Board about IT update and email changes. Ms. Hitt will get with each Board member and assist in setting up new accounts through G-Mail.
 - MHD update on P3 arrivals – New delivery of 1st P3 set for 9/17
 - Ms. Hitt reported that she met with Clay County Sheriff’s Dept on 8/31 to discuss office/ meeting security as well as emergency response plans as it relates to airport emergencies and tenant emergencies. She will be meeting again to work on plan with outreach and will report back.
 - She also met with representatives from FDOT and Kimly-Horne 8/31 to review the Airport Security Assessment. This assessment allows FDOT to consider what future funding is needed for safety and security improvements.
- **KH CITY MANAGER, SCOTT KORNEGAY**
 - Reported that a resolution to adopt the KAA budget will occur at the City Council Meeting scheduled for 9/10/18.

Meeting adjourned: 7:22pm