



KEYSTONE AIRPARK AUTHORITY

ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

Jan. 9th, 2018 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

**** MINUTES****

Start: 6:00pm

I. PRAYER/PLEDGE OF ALLEGIANCE – Chairman Kirkland ROLL CALL - Absent Chad Rischar

II. Public Comment

- Wings of Dreams (Woody Andrews & Charlie Brigham)
 - Requested renovation of mobile trailer located on (previous) 6 acre lease. Chairman Kirkland explained to both gentlemen that since we currently do not have a lease with Wings of Dreams, we cannot allow any work of any kind be done on that property.
 - April 7th BBQ Volunteer event
 - Requested that a controlled burn be conducted at wooded area located behind space artifacts. We explained that again, since there is no current lease, we cannot allow W of D to schedule any work to be done. Ms. Hitt has made a call into Wayne Wall with Forestry to look at area as well as infield (after frost).

III. CONSENT AGENDA

- Approval of Nov., 2017 Financials
- Approval Dec. 5th, 2017 Minutes

A motion was made to accept the consent agenda as presented

Motion by: S. Fryar

2nd by: W. Wynn

All Ayes

IV. Q & A with North Florida Land Trust regarding surplus land sales – Susan Carr & Marc Hudson

- Chairman Kirkland briefed the Board on meeting that he and Ms. Hitt attended with Paul Catlett (CB) and NFLT.
- Ms. Carr & Mr. Hudson summarized what and how their role would be facilitated as well as compatibility. They explained the funding process and since it is all Federal funding, typically it is paid in a lump sum fashion.
- The Board inquired about the mineral rights and the likelihood of that activity in the future. Mr. Hudson explained that all rights and easements will be looked into through the acquisition process. NFLT stated they would never sell the mineral rights if sale was to go through.
- Mr. Fryar inquired about layers of protection within the deed language. Mr. Hudson confirmed that the language would definitely be built into agreement as well as consideration of FAA requirements. He also reminded the Board that Camp Blanding also has a huge interest in wanting that land to continue to be a buffer.
- Mr. Blake inquired about how the appraisal process is done. Mr. Hudson insured that 3 appraisers are agreed upon between both parties and that
- Chairman Kirkland stated that an agreement be made if sale goes through regarding fencing that will keep airport land secured. Mr. Hudson explained that that language would be built in to agreement.
- Air space will not be impacted or restricted in any way.
- Ms. Carr inquired as to what acreage the Board would be interested in. Chairman explained that both parcels (461 & 165 acres) are in interest.
- Mr. Hudson will be scheduling to tour the property within the next few weeks and access points (easements) will be assessed as well.
- Donna Whitney (FDOT) stated that FDOT will need to be involved in approval process as well as FAA.
- Mr. Prange explained that the Board will need to submit certain documentation to FAA as well as an updated MLP and property map so it coincides with post-purchase. Mr. Prange suggests that we make an appointment to meet with FAA to discuss intentions. Suggests we meet with them (FAA & FDOT) to get a better grasp of likelihood of approval before confirming any type of project contract with AECOM (approx. \$40-\$50k).
- Chairman requested from the Board what their wishes will be in terms of taking next step for land sales. The Board agreed to move forward to schedule a meeting with FAA/FDOT to begin discussions.

V. REPORTS STATUS

- **BILL PRANGE, URS**

- Project Updates

1. Airfield Markings – proposal and contract has been signed (by 12/31/17) and work will be scheduled in February/ March timeframe. Approx. 5 day process.
2. New FBO – ready next week to send us final plans and inspections. We will confirm at Feb. Board meeting.
3. Rehab T/W A – survey complete and plans will be submitted early February. Taxiway width is working on being confirmed.
4. T/W A pavement depression – two bids/ for injection grouting - Stable Soils \$5,250 cement grout & Foundation Professionals \$18,500 polyurethane grout.
 - a. Mr. Nickels stated that he would like to continue using the barricade to block off depression area and wait for taxiway rehab project to begin.
 - b. Chairman asked if that is the consensus of the Board is to continue to monitor depression area. All agreed “Aye”.

- **FDOT, MS. WHITNEY**

- **CHAIRMAN, MR. KIRKLAND**

- Assignment of Board positions

1. Chairman – David Kirkland
2. Vice Chairman – Scott Fryar
3. Secretary – David Nickels
4. Treasurer – Chad Rischar
5. Natural Resources – Chad Rischar
6. Business Development – Ron Blake
7. Security – Scott Fryar
8. Aviation Chair – David Nickels
9. Airfield Facilities Ops – Wayne Wynn

- Reminded everyone of the Palatka Fly-in January 27th, 9a-4p

- 2018 Goals

1. Reviewed and discussed. Asked to send any additional items to Ms. Hitt.

- New location for FNG Pavilion and Parking

1. Discussed the proposed area with Board and that more details will come after the Jan. 17th meeting with Camp Blanding.

- Mandatory Ethics Training for 2018

1. Mr. Kornegay has reached out to NFLC to schedule Keystone as a location for training. He will confirm with Ms. Hitt.

- Answers to questions related to CPI/3% Proposed Increase for 2018

1. Ms. Florence and Ms. Hitt discussed that due to increases of the overall airport expenses (utilities and costs), we are asking the 3% increase to leases to justify these over a

A motion was made to accept the 2018 lease increase to 3%.

Motion by: C. Rischar

2nd by: CPT Cater

All Ayes

- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE**

- **NATURAL RESOURCE CONSERVATION CHAIRMAN/ TREASURER, MR. RISCHAR - Not present**

- **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR**

- **SECRETARY & AVIATION CHAIR, MR. NICKELS**

- **AVIATION FACILITIES/OPS. CHAIR, MR. WYNN**

- **MILITARY CHAIRMAN, CPT ROBERT CATER**

- **AIRPORT MGR., MARIA HITT**

- Clay Day - Jan. 10/11th – Ms. Hitt and Mr. Kirkland will be attending event
 - Camp Blanding Meeting w/ Col. Johnson – 1/17th to discuss future development at 42J
 - Airport sign at SR100 – discussed that the overall appearance is rapidly deteriorating and requested the Board consider removal of sign and begin working on options for business display.
 - Schedule Zoning Workshop
 1. Jan. 25th, 2018 at 5:30pm

- **KH CITY MANAGER, SCOTT KORNEGAY**
 - Clay County State of the County luncheon is scheduled for Jan. 24: Chairman Kirkland will sit on the panel for Q & A.
 - March 10th – Mayors Ball (tickets will be available at airport)
 - Next City Council Meeting scheduled for Feb 5th.

2018 Keystone Airpark Authority Board Assignments

Position	Currently held by	Proposed
Chairman	David Kirkland	_____ remain _____
Vice-Chairman	Scott Fryar	_____
Secretary	David Nickels	_____
Development/ Business	Ron Blake	_____
Treasurer	Chad Rischar	_____
Aviation Chair	Wayne Wynn	_____
Security Chair	Scott Fryar	_____
Natural Resource Conservation	Chad Rischar	_____

Meeting adjourned: 8:42pm