

Keystone HEIGHTS Airport Authority

ORDER OF BUSINESS AND AGENDA KEYSTONE HEIGHTS AIRPORT AUTHORITY

Jan. 15th, 2019 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

**** AGENDA ****

I. PRAYER/PLEDGE OF ALLEGIANCE

ROLL CALL – Absent from meeting - Maria Hitt, Scott Fryar, Chad Rischar, all other Board members present plus Mayor Karen Lake and City Manager, Scott Kornegay.

II. Public Comment - Please fill out a public comment card provided on the table outside the meeting room and turn it into the Chairman. The Keystone Airpark Authority Board welcomes you to this meeting; your participation is appreciated. This time is set-aside for the tenants of KAA as well as citizens of Clay & Bradford County to address the Board. Please understand the Board may not be prepared to answer any questions at this time. All comments will be noted and directed to the appropriate department. Please limit your time to three (3) minutes and refrain from personal attacks, using any individual's name, or making political statements. Please limit speech to one (1) representative member of a group, where large numbers of members of such group are present at the meeting. Please limit speech to items the speaker has not already addressed to the Board at a prior KA Authority meeting.

III. CONSENT AGENDA – Motion by David Nickels to approve, seconded by Wayne Wynn, all ayes.

- Approval of Nov., 2018 Financials
- Approval Dec. 4th, 2018 Minutes

IV. REPORTS STATUS

- **BILL PRANGE, AECOM**
 - Update on TW”A” Rehab Project
 - Bid Tabulation for the FBO project
 1. Motion by David Nickels to transfer \$217,860 from the West Access Road project to the FBO project, second by Wayne Wynn, all ayes.
 2. Motion by David Nickels to award FBO contract to Gray Construction, second by Wayne Wynn, all ayes.
 3. Motion to award contract to AECOM to oversee FBO project, second by Wayne Wynn, all ayes.
 - Status update on Security Gates Project – Bill is preparing Scope of Work and Fee proposal
 - Bulk Hangar – Bill is preparing 3 different size buildings for bid, Geo/Tech. work being completed.
- **FDOT, MS. WHITNEY** – Announced Barbara Cole is retiring 31 January 2019.
- **CHAIRMAN, MR. KIRKLAND**
 - Wings of Dreams Update
 1. Missed the 31 December 2018 deadline to be moved. Per Bob Oehl museum is 80% empty, will finish once he is back in country.
 2. No response from Bob Oehl about looking at alternate sites for the WOD doublewide.
 3. Missed the 21 December 2018 deadline for providing required documentation for securing a new lease.
 4. Provided information from the Department of Management Services concerning the ad to sell the T33 and 2-J33 engines.
 - 2019 Goals and Projects/Tasks – Finalize in the 5 February 2019 meeting.
 - KAA Officer positions
 1. Chair Kirkland asked the board members to be thinking about whether they wanted to remain in their present officer position or change.
 2. Re-assignment will be determined in the 5 February 2019 meeting.
 - Rates Analysis
 1. Chair Kirkland provided a spreadsheet for performing a comparative analysis of rates that other airports charge. Format is based on the FDOT Aviation Office 2013 Public Use Airports’ Rates and Charges Analysis Final Report.
 2. This task will be delegated to staff to complete and provide to the KAA board for review.
 - Employee Salaries for 2019
 1. Chair Kirkland asked if the board wanted to provide a flat rate percentage salary increase or have someone perform a salary survey of other airports. Mr. Wynn volunteered to perform the survey. Chair Kirkland will provide spreadsheet utilized in the past.

- 2. Since Mr. Fryar and Mr. Rischar were absent, Mr. Nickels suggested not taking any action until they are present to review the salary survey and vote.
- 2.3 Million Dollar Grant – Provided information about receiving the grant and a meeting is being coordinated for all parties involved to obtain specific information about the process to utilize these funds.
- County Line Aviation rate adjustment for ramp space
 - 1. Chair Kirkland asked for the boards consensus to reduce County Line Aviation’s rate for the next 3 to 4 months by \$150 per month due to Mr. Oddy giving up his three tie down areas on the ramp to be temporarily assigned to the CMA aircraft while the Taxiway A project is underway. Board agreed to this reduced rate.
- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE** – Nothing to report.
- **NATURAL RESOURCE CONSERVATION CHAIRMAN/ TREASURER, MR. RISCHAR**
 - Logging contract – No report due to Mr. Rischar being absent.
- **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR** - Absent
- **SECRETARY & AVIATION CHAIR, MR. NICKELS**
 - Traffic pattern change for runways 5 & 29
 - 1. Mr. Nickels stated the FAA did not get their publications revised to include the new right-hand traffic pattern. Should be included in the next updates.
- **AVIATION FACILITIES/OPS. CHAIR, MR. WYNN**
 - **Fire Lane Improvement** – Mr. Wynn along with Mike Brackenbury has determined which areas along the security fence that should be plowed/disc for fire breaks.
- **MILITARY CHAIRMAN - MAJ. WILLIAM BROTHERS**
 - Maj. Brothers will be meeting with Mike Brackenbury to coordinate upcoming military events involving the FNG.
- **AIRPORT MGR., MARIA HITT - Absent**
 - Dec. in review
 - Upcoming events
 - Appraisals
- **KH CITY MANAGER, SCOTT KORNEGAY**
 - Mr. Kornegay congratulated Chair Kirkland on the newly created “Weekly Fly Over” report and how that information will be beneficial for generating the monthly ATPT as well as keeping track of projects.
 - On Tuesday, January 15th, the City of Keystone Heights requested that the North Florida Transportation Planning Organization (TPO) conduct a study on extending the main runway (5/23) at the Keystone Heights airport. Mr. Kornegay made the recommendation to the Clay Chamber Public Policy Committee and Commissioner Diane Hutchins followed up with TPO Executive Director Jeff Sheffield. Everyone agreed the study has merit and funding is available. At Mr. Sheffield’s request Mr. Kornegay drafted a formal request for the study to be conducted and forwarded it to him.