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MINUTES OF THE BOARD MEETING OF THE KEYSTONE AIRPARK AUTHORITY
Tuesday, June 21st , 2011
CONFERENCE ROOM, KEYSTONE AIRPARK

Chair Thomas called the board meeting to order at 6:01 p.m.

Prayer was given by Mr. Kirkland followed by the Pledge of Allegiance.

PRESENT: Noel Thomas, Dean Weaver, Glenn Harris, Ron Blake, David Kirkland,
Don Ramdass, Jim Young, John Thiemann

ABSENT: Col. Mauzey, Roland Luster

A motion was made to approve April 2011 minutes, table the May minutes and add April financials to July 2011 agenda.

Motion by: G. Harris

Seconded by: N. Thomas

All Ayes

Mr. Ramdass reported that he will be receiving all liens by 6/22/11 for the 5/23 Project, which will allow us to close grant. Bids for Taxiway "A" MITL's due by 7/14/2011.

The Board began discussion about the AWOS not being properly grounded. Chair Thomas directed Jim Young to contact Tom Nichols with RSI and find out what steps need to be taken to get AWOS grounded.

Mr. Weaver discussed the need to create a General License Agreement to be used when such events are held at the airport. The agreement would protect the airport from being liable for any injuries or damages which could occur during specified event. A sample agreement was sent to Ms. Gall from the USMC as was requested to be completed and returned for their training event scheduled on July 18th & 19, 2011. Mr. Weaver stated that he will drop off sample to Atty Jim Taylor for review, edit and draft.

Mr. Weaver inquired about diesel fuel purchases from Gator II and making sure Mr. Young confirmed that based on our 50gal + purchase and a \$.50/ gal savings, it is to our advantage for the continued purchase at Gator II.

Mr. Weaver reported that Bradford County Commission will not be picking a site for a Duty-Free Zone, but wants the Bradford County Development Authority to recommend a site. Mr. Weaver suggested that the KAA designate an area/ acreage amount for this zone. KAA already has 600 + acres designated as industrial zoning. Mr. Weaver suggests that we designate 200 acres to the BCDA with the possibility of more. This designation will be advertised on local and national websites.

A motion was made to have Mr. Weaver move forward on writing a letter to the Bradford County Development Authority designating 200 acres for said designation.

Motion by: D. Kirkland

Seconded by: R. Blake

All Ayes

Mr. Blake reported that he has received correspondence from a Brazilian company who is interested in acreage for development (Duty Free Zone). Mr. Weaver asked that Mr. Blake indicate to Board how many acres the company is interested in and to inform Ms. Gall.

Mr. Kirkland inquired about current timber costs. Chair Thomas read an email response from Mr. Harris indicating that through his advisement, it would not be in the best interest of KAA to cut the scattered inventory. Most of the inventory is remnants of the timber not destroyed by the fires four years ago. No further discussion.

Mr. Kirkland discussed the need to have a set schedule for the courtesy car. He inquired as to current procedures and possible improvement to the process. Mr. Young stated that he will work on a better process for car cleanliness and maintenance.

Mr. Kirkland reported that the AWOS link is still not up and running on the KA Website. Andre, KAA WebMaster, is waiting on Tim Nichols to send him link. Mr. Kirkland suggested we consider getting prices from other companies who manage AWOS systems. The Board is not satisfied with the current service we are getting from RSI.

Mr. Young reported on there was nothing to report on Facility Management update. He did report that we have two T-Hangers (B2 and E6) available as well as the Corporate Hanger #3.

Chair Thomas reported the update on the KAA Board seats nominations and application process, per KH City Council meeting in June. The map designation & ordinance will be clarified at the next KA City Council meeting.

Chair Thomas updated the Board on the Sportsman Club Lease. It was accepted by FAA on June 13th, 2011 and has been signed by SC representatives. The Lease Agreement represents 25 acres. Mr. Weaver inquired if the skeet range is operable and Chair Thomas confirmed. Mr. Weaver asked to have the Lease emailed to entire Board. Chair Thomas confirmed once he receives an electronic copy, he will forward to Board.

Mr. Weaver began discussion regarding Fuel Costs and what mark up % should be applied based on variables. Chair Thomas discussed that the Board needs to establish a set amount for each load we purchase. That amount needs to be made a policy. It was discussed to set this policy by the next Board Mtg..

Chair Thomas inquired as to what date would suffice for Board members to attend Employee Evaluation meeting. After discussion, it was confirmed that evaluations were to be scheduled on Friday, June 24th at 3:00pm. The Board members available to attend is Chair Thomas, David Kirkland and Glen Harris. Chair Thomas directed Ms. Gall to post date and time.

Chair Thomas stated that since we are part of the Keystone area we should be members to the Keystone Business Association.

A motion was made to join the Keystone Business Association @ \$25/ yr.

Motion by: D. Weaver

2nd by: D. Kirkland

All Ayes

Chair Thomas began discussion about the 2011-12 Budget. Budget is due to the City of Keystone by 15th Aug.. Mr. Weaver suggested we designate July 5th, 2011 set as a Special Budget Workshop. Chair Thomas asked that all Board members review the 2011-12 Budget draft and be ready to discuss on July 5th. Ms. Gall will post date and time.

Chair Thomas reported that Lake Swan has scheduled their Aviation Camp for the week of July 18th, 2011. The director of the camp, Tim Huggins, has approached the Board about pre-purchasing fuel for that week. Although fuel cannot be pre-purchased, the Board will certainly work with the camp on creating an account to be paid at the end of camp. Further discussion about those options will occur at the July 5th Special Meeting.

Chair Thomas reported that the USMC has scheduled an air-jump exercise for July 18th & 19th. Mr. Weaver inquired if KAA can include in the Land Use Agreement that fuel be purchased in lieu of a facility charge. That inclusion will be passed onto Atty Taylor when creating draft agreement.

Chair Thomas reported that the University of Oklahoma weather class is stationed on airport grounds from mid-July to mid-Aug.. Mr. Weaver stated their location differs from the original request. He suggests that the University update their paperwork if they want to continue land use in future.

Meeting adjourned at 6:58pm

Noel Thomas, Chairman

Attest

Secretary