

KEYSTONE AIRPARK AUTHORITY
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MINUTES OF THE BOARD MEETING OF THE KEYSTONE AIRPARK AUTHORITY
Tuesday, Nov 15th , 2011
CONFERENCE ROOM, KEYSTONE AIRPARK

Chair Thomas called the board meeting to order at 6:03 p.m.

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

PRESENT: Noel Thomas, Dean Weaver, Glenn Harris, David Kirkland,
Roger Mullins, Ron Blake, Don Ramdass, Roland Luster, Jim Young, Terry Suggs

ABSENT: Col. Mauzey

A motion was made to approve the October 2011 minutes and financials.

Motion by: G. Harris

2nd by: T Suggs

All Ayes

Mr. Ramdass reported that the Taxiway "A" MITL's project will begin after the first of the year. He will schedule a pre-construction meeting for December.

Mr. Luster reported that FDOT will be cutting its budget by \$3M for this area.

Mr. Weaver discussed the Florida Works – Work Experience Program. The KAA application is currently being reviewed by the Gainesville office. He will follow-up with his contact to find out when we can expect to hear back. Mr. Weaver discussed the need for additional fuel training for Joe, Lance, Maria and any Board members wishing to go through the program. Mr. Weaver will schedule a date and time and notify all parties.

Mr. Harris reported on an area within airport grounds which is growing Cogongrass. He is working on a plan to eliminate over the span of 3 yrs. Mr. Harris will report back with findings.

Mr. Mullins reported that the Cloudbusters new runway project is complete.

Mr. Young inquired from the Board as to what the airport holiday hours will be. Mr. Weaver suggested that we close both Thanksgiving Day and Christmas Day. He offered to come and unlock the facility on those particular days as well as fuel any customers needing additional assistance. Mr. Kirkland said he will update the website indicating the holiday hours. Maria will update all facility notifications. It was suggested that we consider allowing employees leave at ½ day on the eve of Christmas and New Year's.

Ms. Gall updated the Board on the Jacob Carroll case. No follow-up or communication has been received from Teen Court through Bradford County. Mr. Weaver asked that Ms. Gall email him the supervisor's name of Teen Court.

Ms. Gall reported on Fuel Master training. The next training is scheduled for Feb 28th - March 1st, 2012 in Tallahassee. The initial cost is \$200, but is only a security deposit and will be refunded after completion.

A motion was made to approve Ms. Gall to attend Fuel Master training Feb. 28th, 2012; expenses to include training, mileage and food.

Motion by: D. Weaver

2nd by: R. Mullins

All Ayes

Chair Thomas distributed summary updates from the Vision Meetings held. Mr. Kirkland reported on both Airport Operations and Airport Improvements updates. No reported updates for Safety Plan or Marketing Plan. Wildlife and Timber Mgt. will have updates at the December Board Meeting.

Chair Thomas reported that all Engineer bids were delivered on 11/14/11 by 4:00p.m.. He requested all Board Members take a copy of bid packets, read and rank order and return to Airpark conference room no later than 11/23/11. We will schedule Engineer presentations for 12/6/11 Special Meeting.

Chair Thomas began discussion regarding employee performance of James Young. Chair Thomas reported on the recent verbal and written reprimands, which outlined Mr. Young's ongoing struggle to produce items such as, project list updates, roof bids, approved driver's list (for insurance purposes) and hanger waitlist reports. Although Mr. Young acknowledged his prior reprimands, but felt he was not given adequate time to complete projects. Mr. Kirkland reminded Mr. Young that at the initial performance review, completion dates were agreed upon to have projects completed. Several of the deadlines had not been met.

The most current issue at hand is the fuel inspection reports.

Chair Thomas distributed fuel inspection reports to all Board members. Reports indicate results of daily, weekly, monthly and annual fuel tests on both 100LL tank, Jet-A tank and Jet-A truck. Chair Thomas reported he found inconsistencies with the dates of the reports and the dates that Mr. Young worked, based on time cards. Chair Thomas stated that this action is clearly falsification of records and documentation. Mr. Young stated the tests need to be done on a daily basis and he cannot do the tests if he's not here, but continued & knowingly signed off on fuel tests when he was not here.

Discussion was made by the Board regarding the policies and general practices of conducting scheduled fuel tests. Chair Thomas did indicate that the Aviation Chairman should be overseeing these tests and confirming on a regular basis that the airpark is compliant in all areas. Chair Thomas asked for input from Mr. Weaver. Mr. Weaver stated that he "has not looked at reports in years". Mr. Weaver acknowledged his role as Aviation Chairman and it is his fault that no follow-up occurred. Mr. Weaver also stated that in his past years as Aviation Chairman, he did not test fuel on a daily basis, but only as it was pumped into planes.

A motion was made to terminate Jim Young from the Keystone Airpark Authority based on the facts that he knowingly falsified airpark records and documentation.

Motion by: D. Kirkland

2nd by: N Thomas

4 ayes (D. Kirkland, Noel Thomas,
D. Weaver, R. Mullins)

2 nays (G. Harris, R. Blake)

Meeting adjourned at 7:31pm

Noel Thomas, Chairman

Attest

Secretary