

**Keystone Airpark Authority**  
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**MINUTES OF THE BOARD MEETING OF THE KEYSTONE AIRPARK AUTHORITY**  
Tuesday, Sept. 4<sup>th</sup>, 2012  
**CONFERENCE ROOM, KEYSTONE AIRPARK**

Chair Thomas called the board meeting to order at 6:00 p.m.

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

PRESENT: Noel Thomas, David Kirkland, Ron Blake, Glen Harris, Roger Mullins, Wayne Wynn, Bill Prange, Roland Luster, Lance Baldree, Maria Gall, Terry Suggs

ABSENT: Lt Col. Johnson, Mayor Hildreth

**A motion was made to accept Aug. 7<sup>th</sup> & 21<sup>st</sup> Minutes & July Financials**

**Motion by: R. Mullins**

**2<sup>nd</sup> by: G. Harris**

**All Ayes**

Bill Prange:

- Presented Master Plan Update – Supplemental Agreement No. 1. Requested that Chair Thomas sign and return to FAA once we receive Grant Agreement from Rebecca Henry (FAA).

David Kirkland:

- Confirmed that Sept. 8<sup>th</sup> will be a Board Member Work Day in preparation of FDOT Annual Airport Inspection.
- Matt Denison from Union Lasteel reported about the permitting on metal storage building through Clay County. Currently Clay County is requesting additional information before permit can move through for approval. The Board discussed getting all required information to Matt no later than the following week so he can get returned to county for review.
- Reported that the airport attorney, Jim Taylor, recommends the airport Board consider revising the airport lease billing practice. Currently, a monthly invoice is generated at the beginning of each month and payments should be received no later than the 10<sup>th</sup> of each month before late charges are incurred. Mr. Taylor recommends the KAA Board cease sending invoices by U.S. Mail for rent to its tenants effective January 1, 2013. If the tenant has not paid the rent due immediately after the rent due date passes, a “3-Day Notice” will be mailed to the tenant. This notice will also point out that the cost for sending the “3-Day Notice” will be billed to the tenant for reimbursement.

**A motion to adopt new billing policy per recommendation of attorney Jim Taylor, effective Jan 1, 2013.**

**Motion by: D. Kirkland**

**2<sup>nd</sup> by: G. Harris**

**All Ayes**

- Presented a preliminary draft for a mowing contract for Board review. Requested that Board review draft and bid list and report back on any changes needed.

Glen Harris:

- Reported the timber bids for 30acre parcel:
  - Gator Timber @ \$17,212.00
  - Kite Timber @ \$14,027.07

**A motion to accept the bid from Gator Timber and Land @ \$17, 212.00.**

**Motion by: R. Blake**

**2<sup>nd</sup> by: R. Mullins**

**All Ayes**

Ron Blake:

- Reported that he has been approached for a truck terminal. Mr. Blake has contact FDOT to inquire as to the details/ impact to SR 100 access. Chair Thomas spoke of historical findings

Roger Mullins:

- Discussed that he received a verbal lower quote from Norton Telecom in moving the Unicom to the front office from the pilot planning area. Since the quote came in at \$490, Mr. Mullins was directed to move forward with the move.
- Presented to the Board a draft proposal for re-zoning of airport acreage. Discussion among Board
- Mr. Prange with URS requested that we delay in making any changes until 5yr Master Plan gets underway.

Maria Gall:

- Reminder of Anniversary Open House Committee Meeting for 9/6/12 @ 5:30pm
- Reported that all hangars are full with the exception of one T-hangar in the E unit.
- Thanked tenant, Scott Fryar for his donation of new PC in Pilots Planning area.

Noel Thomas:

- Presented the proposal from The FIRM requesting that the Sportsmen Club old rifle range be expanded into a new rifle range for the ISA division of The FIRM.
- Mr. Mullins inquired about FAA guidelines. Chair Thomas reported that he spoke with Mr. Owens at FAA and it was expressed that as long as all FAA standards are met, we can move forward.

**A motion to approve The FIRM proposed expansion of rifle range.**

**Motion by: R. Blake**

**2<sup>nd</sup> by: R. Mullins**

**All Ayes**

- Reported that Passero has come to visit with outside engineers to assess damaged corporate hangars and damaged asphalt surrounding hangars.
- Reported that The FIRM gate is having additional problems. Ms. Gall will make another call to Coyle for visit and repair.

Other Discussion:

Meeting adjourned at 7:33 p.m.

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Noel Thomas, Chairman

Attest

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Secretary