



Keystone Airpark Authority

ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

Minutes Jan.8th , 2013 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

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

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

PRESENT: Noel Thomas, David Kirkland, Ron Blake, Glen Harris, Roger Mullins, Roland Luster, Maria Gall, Terry Suggs

ABSENT: Lt. Col. Johnson

A motion was made to approve the November 2012 Financials and December 2012 minutes

Motion by: G. Harris

2nd: D. Kirkland

All Ayes

Brad Million (Auditor):

- Reported on 2011/12 audit findings. Brief discussion among Board. Recommendations for new year made regarding fuel margins and receivable balances.

Bill Prange, URS:

- Discussed that pre-applications are due to FAA by 1/21. Board discussed a variety of possible projects to pursue with FAA funds.
- Mr. Prange stated that the 2012 left over funds are \$22, 900 and 2013 funds available are \$150,000.
- Mr. Mullins inquired as to what Mr. Prange would suggest as possible projects. He stated that one option would be to stage money for next year and focus on Master Plan. Funds rollover up to 4 years.
- Board discussed a variety of possible projects to submit for FAA approval.
 1. Improve security system/ gate & cameras
 2. Beacon upgrade and relocation
- JACIP updates are due March 1st. Mr. Prange suggested to meet with Roland Luster the beginning of February to review current 5 year program.
- Board inquired for a brief verbal status report on progress of Master Plan Update project. Mr. Prange stated that it is progressing, but still needs to meet with Col. Johnson to discuss potential growth opportunities with Camp Blanding Air Operations.

Roland Luster, FDOT:

- Returned JPA on fire loop extension.
- March will indicate possible FDOT monies.

Mr. Kirkland:

- Discussed the option of keeping Randall and Chris as active employees and schedule as needed.
- Special recognition Scott Fryar for his time and use of back hoe for required digging on AWOS upgrade project.
- Met with Regional Electric and Clay Electric to discuss AWOS project and indicated that everything should be completed by end of January.
- Mr. Kirkland inquired about increasing our Ramp & Tie Down Fees. Ms. Gall was directed to do an area analysis & report back.

Mr. Harris:

- Outlined the Florida Forestry Stewardship to the Board. There will be no cost associated with Program. A Forestry Management program will be provided by a consultant who is provided through the Department of Forestry.

- Chair Thomas inquired as to the binding requirements once program is developed. Mr. Harris stated there is no commitment required; merely just “power of suggestion”.
- Points to be studied: Timber/ aesthetics/ wildlife/ water resources
- After discussion, Board agreed to proceed with application.

Mr. Blake:

- Reported there is an interested party who would like to build an aircraft hangar. Terms of lease to be determined. Mr. Blake inquired as to size and height restriction of hangar.

Mr. Mullins:

- Reported that he will be creating a diagram of taxi-ways which will be an added feature on website for pilots.
- Norton Communications presented a cost of \$305 for hardware and installation of new access system at gate G2. Chair Thomas directed Mr. Mullins to move forward with installation. Mr. Mullins will meet with The FIRM prior to confirm new system operations.

A motion was made to accept Norton Communication’s bid for G2 gate system.

Motion by : R. Blake

2nd: D. Kirkland

All Ayes

- Mr. Mullins updated Board on new gates codes for gate G2.

Maria Gall:

- Reported that the Direct TV Blimp would be arriving the week of 1/17 for approximately 5 days. The FIRM and Cloudbusters have been informed of their arrival.
- Reported on hangar occupancy. One T-Hangar vacant but has someone interested in leasing effective 2/1/13.
- Reported that Johnny Arpen has given his 30day lease termination notice on the corporate hangar, effective 2/1. Ms. Gall has approached Mr. Bailey about moving hangars due to concrete shift; Mr Baily declined.
- Facility Update: Massey Ferguson is repaired and now will be used to begin clearing area around new maintenance building. Mr. Kirkland reported that ramp lighting fixtures have arrived and Joe will begin installation over the weekend. Joe will meet with any interested Board Members on Saturday at 11:00am to instruct on proper fueling procedures from tank into Jet-A truck.

Noel Thomas:

- J. Young Update - **Tabled**
- Airport Security Plan has been approved. Ms. Gall reported that FDOT suggested that KAA partner with Camp Blanding and cross reference security plans.
- Wings of Dreams C47 will be arriving within the next couple of weeks. Discussed the need for a 100LL fuel truck to service this aircraft. Tank size required is between 1200-1800 gals. Mr. Wynn accepted the task to research fuel truck; will report back at February Board Meeting.
- Shuttle Fuel cell transporter will be arriving 1/11/12.
- H2O: company interested in leasing land for facility. Location desired is in industrial area. Approx. 100,000sq ft bldg.. Currently working with Bradford County Planning and Zoning Department.
- Met with SJRWM in December to discuss land lease option for a Rapid Infiltration Basin Site. Waiting to hear back.
- Mr. Kirkland reported that Jim Young has located his plane at County Line Aviation ramp. The Board directed Ms. Gall to inform Mr. Oddy that Mr. Young’s plane needs to be moved to KAA ramp space and pay accordingly.

Meeting Adjourned: 7:45pm

GENERAL DISCUSSION

ANY NON-AGENDA ITEMS WILL BE CONSIDERED AT THIS TIME.

PLEASE LIMIT PUBLIC DISCUSSION TO FIVE (5) MINUTES.

PLEASE NOTE AND BE ADVISED:

IF ANY PARTY DESIRES TO APPEAL A DECISION MADE BY THE KEYSTONE AIRPARK AUTHORITY WITH RESPECT TO MATTERS CONSIDERED AT THIS MEETING, SUCH PARTY WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.