



# Keystone Airpark Authority

## ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

March 4th , 2014 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

**Start: 6:00pm**

Present: Chair Thomas, Vice Chair Blake, Mr. Mullins, Mr. Fryar, Mr. Wynn, Mr. Blake, Capt. Cater (in place of Lt. Col. Johnson), Bill Prange

Absent: Lt. Col. Johnson, Roland Luster

### I. CONSENT AGENDA

#### A. Approval of Jan. 2014 Financials and Feb 4<sup>th</sup> , 2014 Minutes

- **Motion: D. Kirkland**                      **2<sup>nd</sup>: S. Fryar**                      **All Ayes**

### II. REPORTS STATUS

#### A. BILL PRANGE, URS

- Fire Main Phase 2
  1. Distributed funding update balance.
  2. Pipeline extension based on remaining funding – distributed a Change Order to Board which includes extension. Extension would take system to Pipeline intersection (560ft). Cost \$16,785.
  3. Hydrant Protector Options – after receiving a quote from Coleman, Mr. Prange found that purchasing the items directly from mfr., the airport would save substantial monies. Mfr. Cost for all materials is \$2200.95.

**Motion to accept the plan as presented (extension of 650 ft., hydrant protectors & alarm system)**

**Motion: R. Blake**                      **2<sup>nd</sup>: S. Fryar**                      **All Ayes**

4. Fire Pump alarm system quotes - quotes were distributed for Board review. It was discussed that Chip Ware should review quotes for discrepancies.
- Rotating Beacon update on construction and installation activities - Contractor has tower and beacon and will be arriving soon within the next week. Guaranteed to be complete by end of March. Chair Thomas inquired about creating a temporary NOTAM to indicate the relocation of beacon.
  - Distributed the annual Florida Airport Council conference brochure. Mr. Prange highly suggests someone attend since it is being held in Jacksonville this year.
  - Presented Board with the new FDOT statewide airport runway painting contractors.
  - Discussed updates on Master Plan. Will be scheduling a public open forum soon.
  - Will be coming back to Board in April with update on Security Camera Project. Will be meeting with Project Mgr in the next two weeks at KAA to begin looking at camera sites and infrastructure.
  - Mr. Wynn inquired about getting a drainage update plan incorporated into ALP.

#### B. AVIATION CHAIRMAN, MR. KIRKLAND

- Facility Update – Gave Board updates on weekly tasks from Joe Bullington.
  1. Discussed metal shelving for the storage shed. Proposed a cost of approximately \$584.00. Chair Thomas stated to move forward on purchase. Ms. Gall to order.
  2. Discussion about AirGroup hangar doors and the problem of holding water. Mr. Kirkland asked Chris and Randall to look at a simple fix.
- Review of KAA Minimum Operating Standards
  1. Discussed the need to review and update since it was created years ago. Suggested creating a checklist which would allow KAA to annually keep tenants up to date. Ms. Gall to send to all Board members to begin reviewing.

- Mr. Kirkland asked Ms. Gall to send out an email to all Board members to schedule a workshop regarding airport staffing needs.
- Mr. Kirkland will be contacting contractor to discuss proposed repair on the FBO hangar roof.

**C. SECRETARY & WEB DESIGN, MR. MULLINS**

- Reported that KAA has over 1300 Facebook friends.
- Spoke to our web designer about upgrades. Did not suggest we incorporate sounds and movable “parts”, but did suggest we consider videos and other enhancements. Mr. Mullins will contact designer and discuss options and costs.

**D. WAYNE WYNN**

- Land Clearing Update
- Presented pricing for a grapple for John Deere. Approx. \$3-4k. Chair Thomas stated that Mr. Wynn will need to present Board with actual quotes. Mr. Kirkland stated that this item will need to be purchased next year based on our budget.
- Bat wing is still under repair. Will be complete by end of week.
- Board discussed other small projects to be done with rented equipment.

**E. MILITARY CHAIRMAN, LTC GRAY JOHNSON ( Capt. Cater present in Johnson’s absence)**

**F. SCOTT FRYAR**

- Marketing Meeting scheduled for March 6<sup>th</sup> at 5:00pm
- Offered his heavy duty trailer to use moving scrap metal.

**G. MARIA GALL**

- Reported the ESA Aerobatic contest is scheduled for March 21 & 22<sup>nd</sup>.
- CFASPP Comm. Mtg (Continuing FL. Aviation System Planning Process)
- Discussed concern about the high number of deer & turkey on airport premises. Chris has ordered paperwork through FWC which will allow us to properly decrease count.
- TopGear USA production filming scheduled for March 13<sup>th</sup>
- Sun n’ Fun fuel prices: Board discussed fuel cost options. Will set price by last week of March.

**H. NOEL THOMAS**

- Camp Crystal land proposal – Discussed the area that Camp Crystal has requested. Chair Thomas directed Mr. Mullins to handle with camp Director, Scott Burton.
- Wings of Dreams Updates
  1. Bob requested to use the culvert area located on acreage for burning trees that were pushed down for clearing. Board directed Bob to move forward with clearing and burn.
  2. Bob updated Board with events
  3. NASA grant for astronomy event are continuing.
  4. Building plans are continuing with engineer.
  5. FDOT has approved the route and super load permit for external tank. Continuing PR work with local business which may impacted move.
  6. WASP Fly-in Breakfast April 9<sup>th</sup>.
  7. Express Air beginning a ground school through Santa Fe College in Gainesville.
- Chair Thomas reported that Embry Riddle received a \$1M grant that would allow an aviation program through local schools (Bradford, Clay). The program is a dual-enrollment program. There are possibilities of the program being held at KAA.

**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.*