



KEYSTONE AIRPARK AUTHORITY

ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

Nov. 17th, 2015 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

****MINUTES****

Start: 6:00pm

End: 7:38pm

ROLL CALL –

Present: Chair Kirkland, Vice-Chair Fryar, CPT Cater, Mr. Wynn, Mr. Nickels, Mr. Prange

Absent: Mr. Rischar, Mr. Blake, Ms. Cloud, Mr. Lowendowski

- I. **Public Comment – Dr. Francisco Reyes from UF introduced himself as a representative and supporter of Wings of Dreams Museum.**

II. CONSENT AGENDA

- **Approval of Sept 2015 Financials**
- **Approval of Regular Board Meeting Minutes from Oct. 6th, 2015**
- **Motion to approve the consent agenda as presented.**
- **Motion by: S. Fryar 2nd: W. Wynn All Ayes**

III. REPORTS STATUS

- **BILL PRANGE, URS**
 - Update on Apron Rehab project
 1. Pre-Construction meeting and NTP on Nov 19 at 10:00am.. Also serve as Notice to Proceed date. On-site work will be in about 30 days. Hard date will be emailed to Ms. Gall as soon as confirmed.
 - Update on Master Plan/ALP task
 1. FAA has approved ALP. We have submitted responses to FDOT comments on MPU report. Possibly adopt the MPU and ALP at Dec. or Jan. mtg.
 - Update on Security Cameras project
 1. Contractor on-site today and installed remaining converters from lightening damage. All 24 cameras are all working properly. The stand-alone camera at Gate #2 is not performing per specs. The contractor will be removing that camera and replacing with another camera with proper programming functionality. Mr. Prange will get with Ms. Gall on scheduled install date. Mr. Wynn wanted confirmation on warranty date of entire system. Mr. Prange confirmed that it is 1-yr from the install completion date. Acts of God are not covered.
- **FDOT, MS. CLOUD - not present**
- **CHAIRMAN & AVIATION CHAIRMAN, MR. KIRKLAND**
 - Bids for hangar door on old Joe David Hangar (re-habilitation)
 1. Chairman Kirkland presented the various bids and styles of doors along with associated costs. Union Lasteel has presented KAA with a final bid for the hangar door replacement at \$15,000 (labor included).
 - Expenditures on old tug
 1. Chairman Kirkland discussed the improvements on both tugs and inquired about possibly selling a tug to make improvements on other equipment. Mr. Nickels suggested we not sell either tug due to future growth needs or back up in case of break-down.
 - New structure request from Wings of Dreams & status report on existing portable classroom renovation. (please refer to attached letter)
 1. Chairman received a request letter regarding the above items as well as the following:
 - a. RV shelter on Wings of Dreams site
 - b. Green shelter on Wings of Dreams site

- c. Quonset Hut
 - d. Equipment shelter
 - e. USAF Tracking Station Dome
 - 2. Chairman stated that the said building(s) began being erected before receiving approval from the KAA Board. Mr. Kirkland asked that the Board either discuss these proposals at the current meeting or wait until the survey is complete and Board Members have a chance to look at the designated locations then address at a future meeting to approve/ decline. Chairman expressed his concern about potential Bradford County restrictions and building codes regarding these new structures. Mr. Oehl/WOD is responsible for contacting Bradford County Building department to inquire about potential building codes/restrictions for these structures.
 - 3. Mr. Prange reminded the Board and Mr.Oehl that any permanent structures would need to have a 7460 form (found on www.oaaaa.com) completed and submitted to FAA. Once approved, they can proceed with process.
 - 4. Chairman asked that Mr. Oehl be ready to present the survey indicating the proposed sites as well as form 7460 application by the Dec. KAA Board Mtg..
 - Presented to Board the paperwork from Ameris Bank requesting required signatures for signing on checking accounts.
- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE – not present**
 - Potential land lease to build hangar – see attachment
 1. In Mr. Blakes absence, Chairman Kirkland presented to the Board Mr. Fields proposed location of building. Mr. Fields stated that the business he would like to bring in is avionics and airframe services. Mr. Nickels stated that he would like to wait until Mr. Blake is here to discuss more details.
 - **TREASURER & FORESTRY/ ENVIRONMENTAL CHAIRMAN, MR. RISCHAR - no present**
 - **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR**
 - Electric Bills on T Hangars
 1. Stated the current process for collecting and billing for electric usage. Mr. Fryar proposed that we bill electricity on a monthly basis vs. every 6 months..
 2. Chairman Kirkland stated that since the verbiage in leases states that the electricity is to be billed bi-annually. Chairman stated that he would like to check with attorney and then re-visit for the Dec. KAA Board meeting.
 - Off Road 4 wheel drive course events
 1. Presented to Board the event structure and minor details of building the infrastructure. Mr. Gronbach went into more details as he is heavily involved in a variety of Jeep Clubs.
 2. Mr. Fryar stated this is just a preliminary presentation and he will work with Mr. Rischar and Mr. Gronbach to gather course maps and details for a future meeting.
 - **AVIATION CHAIR, MR. WYNN**
 - Inquired about the burn schedule for the infield. Ms. Gall stated that she has spoken to Mr. Wall and is working with them to get it burned on Friday. Nov. 20th.
 - Mr. Wynn inquired about the remaining work to be done on the new Bulk hangar. Ms. Gall informed the Board that everything has been resubmitted back to the Clay County Fire Marshall. We should hear back no later than the week of 11/23.
 - Inquired about on-going maintenance work for equipment with Tidewater. Ms. Gall stated that she would get with Brian to call and confirm their contract pricing.
 - **SECRETARY & FACILITIES/OPS. CHAIR, MR. NICKELS –**
 - Discussed the need for a Work-Order process to allow for smoother and more consistent airport project planning (for maintenance department). Ms. Gall said that she would have a preliminary plan to present at Dec. Board Meeting.
 - **MILITARY CHAIRMAN, CPT ROBERT CATER**
 - Invite from CB – Dec. 5th – Pearl Harbor Competitive Rifle Match
 - Will leave a flyer with Ms. Gall
 - Camp Blanding has a new post commander – Matt Johnson

- **AIRFIELD MGR, BRIAN SCHIRBOCK – not present**
 - Facility Updates

- **FBO MGR., MARIA GALL**
 - Hangar Update
 1. Will be moving 3-4 new aircraft into bulk storage within the next 2 weeks.
 - Calendar of events
 1. Holiday Hours and employee coverage
 2. National Guard jump-ops planned for 11/19, 7am-1pm
 - Revitalizing in-house committees
 1. Budget & Finance- Chairman stated that we will begin looking at putting the committee together after the first of the year.
 2. Events Committee (discussed FSACCA, ESA, Fly-in Breakfasts, etc events to generate more traffic for exposure and fuel sales.)

Approved by:
Secretary

Witness by:
Office Mgr.

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.