



KEYSTONE AIRPARK AUTHORITY

ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

Jan. 5th, 2016 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

****MINUTES****

Start: 6:00pm

End: 7:26pm

Present: Chairman Kirkland, Vice-Chair Fryar, CPT Cater, Mr. Wynn, Mr. Blake, Mr. Nickels, Mr. Prange, Ms. Cloud, Ms. Whitney, Mr. Lowendowski, Mr. Kornegay

Absent: Mr. Rischar

ROLL CALL

I. Public Comment

- Lex Cralley approached the Board with historical information related to WWII aircraft that could potentially be located on airport grounds. His request would be to recover this aircraft from disposal and crash sites. Mr. Cralley provided pictures and literature from another recovery project he conducted in 1997 at Freeman Field in Seymour, Indiana.
- The Board will review historical literature and resume left with airport and get back with Mr. Cralley at a later date with questions, if interested in moving forward.

II. CONSENT AGENDA

- Approval of Nov 2015 Financials
- Dec. 8th, 2015 Regular Board Meeting Minutes & Dec. 30th Special Meeting Minutes

A motion was made to accept the consent agenda as presented.

Motion by: S. Fryar

2nd by: D. Nickels

All Ayes

III. REPORTS STATUS

- **BILL PRANGE, URS**
 - Update on Apron Rehab project
 1. Started working Dec. 14th – 22nd. Restart 1/4 . Work area #1 is almost complete and should finish by week-end. Work area #2 will begin next week and should be complete in approximately 10days-2 weeks. Due to cold weather, asphalt has been delayed from 1/5 to 1/8. Taxi-way "A" closure today and will be closed again for 1/8. Project meeting is scheduled for 1/14 @ 10:00am.
 - Update on Security Camera Project
 1. The Grant expired 12/31/15. We have 120 days to submit all final invoices. There is still 1 camera (G-6) to be installed. The original camera scheduled was discontinued and the company is working on finding a comparable camera. Hopeful, to have installed 1/9.
 - Master Plan Project
 1. Dec. 8th we received an email to close-out the Master Plan project. Ms. Gall will work with Mr. Prange to work on all close-out documents as well as resolution. Resolution will be presented at February Board Meeting to approve and sign.
 - Mr. Fryar inquired about the progress of new FBO project. Mr. Prange will be scheduling a meeting for February to sit down and discuss preliminary project plans. Design will begin in late Feb.. Approx. open of Spring 2017.
- **FDOT, MS. CLOUD**
 - Introduced Donna Whitney. Ms. Cloud's new assistant. Ms. Whitney will attend KAA Board meetings when Ms. Cloud is unavailable.
 - Ms. Cloud reported that all projects will now be due in line with FAA due dates (Jan/Feb timeframe).
- **CHAIRMAN & AVIATION CHAIRMAN, MR. KIRKLAND**
 - Staff Salary
 1. Preparing a spreadsheet which Ms Gall will forward to all Board Members to review. Item will be discussed at the Feb. Board Meeting. Any increases will be retroactive to 1/1/2016.

- Follow-up on new structure request from Express Air.
 1. Mr. Oehl presented a new survey map indicating all proposed structures (temporary and permanent).
 2. Chair Kirkland requested to meet with Mr. Oehl about more details following Board meeting.
 3. Mr. Oehl asked about requested name change on lease. It was conveyed to Mr. Oehl that atty. Jim Taylor didn't see a problem with changing the name and with the new lease the monthly lease amount could be brought in-line with the new rate structure.
- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE**
 - Met with Tim Huggins looking for additional space for a 170x200ft hangar. Looked at the available land which is located next to the College's current leased land. Mr. Blake provided Mr. Huggins the cost and will wait to hear back.
- **TREASURER & FORESTRY/ ENVIRONMENTAL CHAIRMAN, MR. RISCHAR (not present)**
- **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR**
 - **Nothing**
- **AVIATION CHAIR, MR. WYNN**
 - Mr. Wynn discussed the light outage issue on RW 11/29 and Taxiway B. He inquired if there might be any grant money available for repairing in case it turns out to be costly. Mr. Prange indicated that the funds for this runway/ taxiway are not scheduled for release until year 2024.
 - Ms. Gall was instructed to get a complete inventory of light status (fixture replacement, bulb replacement, etc.) and submit work order so we can review expense and scheduling install.
 - Mr. Prange made Board aware that if 2 consecutive lights are out on a taxi-way or R/W and cannot be replaced or repaired within an acceptable timeframe the airport should have a NOTAM issued. Ms. Gall will direct Brian to assess outage and place a NOTAM, if needed.
- **SECRETARY & FACILITIES/OPS. CHAIR, MR. NICKELS**
 - Facility Update
 1. Av-Gas Dec. sales (2655gals)
 2. Jet-A Dec. sales (1008 gals)
 3. Tire for jet-truck repair is approximately \$450; Brian will be looking at other options for repair and report back to Ms. Gall.
 - Monthly T-hangar electrical billing

A motion was made to delay the bi-annual to a monthly billing cycle to Jan. 1, 2017 due to staffing time it will take to get all tenants on same schedule.

Motion by: D. Nickels 2nd by: S. Fryar All Ayes

- 28vdc ground power unit update
 1. GPU will become available in Feb from Don Deyo. The unit still needs worked on.
- **MILITARY CHAIRMAN, CPT ROBERT CATER**
 - Small UAS flying on north post Jan. 4th-14th.
 - 6mth delay on Radar install
- **FBO MGR., MARIA GALL**
 - Hangar Update
 1. Continue to remain full and waitlist continues to grow.
 - Calendar of events
 1. Marine jump operations scheduled for week of 1/24. Ms. Gall will coordinate with Mr. Prange and project manager for aircraft traffic on ramp that week.
 2. Goodyear Blimp arriving 1/27. Land prep required before their arrival.

IV. Other:

- Introduction of Scott Kornegay, City of Keystone Heights, Manager
- Mr. Lowendowski mentioned that one of the applicants from the City Manager position is the manager at Lake City Airport. Mr. Lowendowski suggested someone from KAA speak with the Lake City airport manager about their business model.