



# KEYSTONE AIRPARK AUTHORITY

## ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

Feb. 2<sup>nd</sup>, 2016 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

**\*\*MINUTES\*\***

**Start: 6:02pm**

**End: 8:17pm**

### ROLL CALL

**Present:**

**Not Present: Barbara Cloud (FDOT)**

#### I. Public Comment

- FSAACA Presentation by Florida Sport Aviation, Antique and Classic Association (FSAACA) requesting a potential land/building lease as club headquarters.

#### II. CONSENT AGENDA

- **Approval of Dec 2015 Financials**
- **Jan. 5<sup>th</sup>, 2016 Regular Board Meeting Minutes**

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

**Motion by: S. Fryar**

**2<sup>nd</sup> by: D. Nickels**

**All Ayes**

#### III. REPORTS STATUS

##### • **BILL PRANGE, URS**

- Adopt Master Plan Update and Airport Layout Drawings by Resolution
  1. **Presented the Resolution to formally adopt the final Master Plan Update.**

**A MOTION WAS MADE TO ADOPT**

**Motion by: S. Fryar**

**2<sup>nd</sup> by: W. Wynn**

**All Ayes**

- Apron Rehab project construction update
  1. Completed phase #4 and will begin phase #5 tomorrow. #5 will complete by next Friday. Mr. Prange will be present to assess the crack and spawl repair before moving forward with tie-down and stripping. End date by 3/1 (approx. 2 weeks ahead of schedule).
- Cameras project construction update
  1. New camera was installed at Gate 2. Camera install rep is inspecting the sensitivity of current camera and will be back next week to look at memory usage before signing off.
  2. Final training will be scheduled once the security company representative signs off G2 camera (by the end of Feb). Mr. Prange will coordinate training times with Ms. Gall for all Board members who are interested.
- Presentation of DRAFT scope of work for New Terminal Building
  1. Presented Board with Figure 5-7 of Master plan indicating location of new Terminal building in relation to airport layout.
  2. The grant is approx. \$900,000. After all engineering costs are applied, this will give us approx.. \$750,000 to build with. He also presented a Draft Scope of Services to review before Mr. Prange would present final.
  3. Mr. Prange is asking the Board to consider giving him 2 people to work with on a weekly basis. He would like to suggest that Ms. Gall represent the employee side and one Board member. These two representatives (along with Mr. Prange) will meet with the Board on monumental decisions making issues or reports. Mr. Kirkland asked Mr. Nickels if he would be interested in representing the Board in this capacity. Mr. Prange will be conducting a kick-off meeting with the architect within the next month. He will get with Ms. Gall to schedule.

- **FDOT, MS. CLOUD - not present**
- **CHAIRMAN & AVIATION CHAIRMAN, MR. KIRKLAND**
  - Litigation update
    1. Presented to the Board an email from Atty. Taylor regarding the mediation dates and court dates regarding the Pipeline/ Passero dispute.
  - First Budget and Finance Committee Mtg. scheduled for Feb. 11<sup>th</sup> at 3:00pm. Future meetings will be held on a quarterly basis.
- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE – nothing to report**
- **TREASURER & FORESTRY/ ENVIRONMENTAL CHAIRMAN, MR. RISCHAR**
  - Briefing of OOF/Air-Ops Fundraiser
    1. Hosted an event on 1/30 partnering with Sportsmens Club. The total money raised for the event was \$2500.
  - Hay Lease opportunity
    1. Still looking for opportunities. The easement that runs through north side comes out to be approximately 30 acres. Feels as though we have additional acres to add to that total. Requested from the Board any potential leads, please refer to Mr. Rischar. Mr. Wynn inquired about possibly advertising in the Clay Electric posting and local paper. Mr. Blake asked if we have come up with a usage fee for this opportunity. Mr. Rischar said that we still need to establish that amount, but feels that we should be able to get a fair \$\$ based on quality of track.
  - The Nature Conservancy 2016/2017 grant
    1. Two proposals were given to the Nature Conservancy to hopefully receive \$\$ for timber inventory and [REDACTED]
    2. 2<sup>nd</sup> proposal was for sand-pine removal and to come up with a new forestry plan. This grant is for approximately \$5,000.
  - Florida Forest Service Mitigation Mowing
    1. Meeting scheduled Thursday at 8:00am with location manager to look at mobilization schedule. Mr. Rischar will work with Brian and schedule. Please get with him on any additional structures that we feel need to be considered when finalizing clearing.
- **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR**
  - **Ms. Gall contacted him to schedule**
- **AVIATION CHAIR, MR. WYNN**
  - Cloudbusters
    1. Have cut back on many activities due to new restrictions. No UAV or \_\_\_\_\_ activity any longer. All members are in compliance with new FAA restrictions re: registration of radio controlled aircraft.
- **SECRETARY & FACILITIES/OPS. CHAIR, MR. NICKELS**
  - Facility Update
    1. Diesel tank in operation
    2. Taxi-way “B” lights fixed
    3. RW 11/29 transformers on order to repair outage
    4. Jet-truck tire repaired in-house. Saved airport approximately \$400
    5. 10,428 Jet-A gals sold in January
    6. 4,020 Av-gas sold in January
- **MILITARY CHAIRMAN, CPT ROBERT CATER**
  - UAS scheduled 2/4-2/10. Flying in restricted area.
  - Mortars 2/26-2/28
  - Marksmanship scheduled the 2/20&21<sup>st</sup> - open to public
  - Radar acquisition scheduled for March 18<sup>th</sup>
- **FBO MGR., MARIA GALL**
  - Hangar Update – movement and waitlist continues to grow. Ms. Gall expressed concern about E2
  - Calendar of events – Direct TV Blimp 2/6-10, potential event with Communities in Schools 2/27,
  - Millings – offered needed millings to Sportsmen’s Club to utilize on their entrance road, which is in dire need of improvement.
  - FSAACA – moved presentation to the beginning of meeting

**IV. Other:**

- Mr. Oehl discussed the 2/20 FABBA event from 10a-2pm. 40 aircraft expected.
- 2/29 – Communities and Schools event (time TBA)
- 3/5 Fly-in Breakfast scheduled
- Mr. Kornegay thanked Mr. Kirkland and Ms. Gall for giving an airport tour.
- Mr. Lowendowski inquired about staff increases. Chairman Kirkland confirmed that a special workshop is scheduled for 2/18.

**Approved by:**

**Witnessed by:**

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**Wayne Wynn, Secretary**

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**Maria Gall**