



KEYSTONE AIRPARK AUTHORITY

ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

March 1st , 2016 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

****MINUTES****

Start: 6:00pm

End: 8:01pm

Present: Chairman Kirkland, Vice-chair Fryar, Mr. Wynn, Mr. Blake, Mr. Rischar, Mr. Nickels, Mr. Prange, Ms. Cloud, Mr. Lowendowski, Mr. Kornegay

Absent: CPT Cater

I. Public Comment - None

II. CONSENT AGENDA

- Approval of Jan 2015 Financials
- Feb. 2nd , 2016 Regular Board Meeting Minutes
 - **Chairman Kirkland amended minutes to indicate that Mr. Fryar will be replacing Mr. Nickels as the new FBO project liaison.**

A motion was made to accept the Consent Agenda as is, with exception of amendment stated.

Motion by: S. Fryar

2nd by: W. Wynn

All Ayes

III. REPORTS STATUS

- **BILL PRANGE, URS**
 - Update on Apron Rehab project
 1. Project is almost done. Final quantities and tabulations are being worked on and final pay request will be submitted by next week.
 - Update on camera project
 1. Completed on Feb. 23rd, 2016 including training for Board members and employees. Additional cameras delivered to Ms. Gall. This is also the beginning of the 12 month warranty period (6month & 12 month). Final pay request was submitted to Ms. Gall 3/1/16.
 - 2.
- **FDOT, MS. CLOUD**
 - Ms. Cloud met with Chairman Kirkland, Ms. Gall and Mr. Prange on Feb. 25th to discuss future projects (2017-2020).
 - Mr. Prange discussed further about the possibility of swapping projects (access road and t-hangar construction) because there is a higher need for T-hangars than an access road, which would only be partially constructed.

A motion was made to swap the project description for FDOT project No. 433117-1 with FDOT project No. 434911-1 to advance a 10-unit T-hangar project and defer the Phase 1 of the West Access road. Funding amounts of both FPID numbers remains the same.

Motion made: S. Fryar

2nd: D. Nickels

All Ayes

- **CHAIRMAN & AVIATION CHAIRMAN, MR. KIRKLAND**
 - Mediation Update
 1. Chairman reported that Mr. Taylor sent an email indicating that the mediation date for the Pipeline/ Passero Dispute has been set for May 25th, 2016. Chairman Kirkland will be attending with Atty. Jim Taylor. They have submitted a summary request to Pipeline and Passero as well as a public request from JEA.
 - Florida Trail Update
 1. Chairman and Ms. Gall met with Sean Thomas with National Forestry 3/1/16 to discuss the possibility of re-opening the Florida Trail as it is related to KAA property. Chairman stated that the attorney would need to review the Land Use Agreement and review the liability risks for tenants who have land on portions of the Trail before any further discussion could take place. More will be reported at the April Board Meeting.

- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE**

- Land Lease for portable hangars
 1. Mr. Blake has brought back more information to Board regarding
 2. Proposing to amend for “non-standard uses” clause under our land lease agreements:
 - a. Maximum of 3 yr lease
 - b. Minimum monthly amount of \$100.

A motion was made to amend the rate structure to include the non-standard category and include min rentals of \$100 and a max of 3 years with an option of renew.

Motion by: R. Blake

2nd by:

All Ayes

- **NATURAL RESOURCE CONSERVATION CHAIRMAN/ TREASURER, MR. RISCHAR**

- SJRWMD REDI funded projects
 1. \$6.5 mil grant funded projects are available through SJRWMD. He encourages that KAA apply for these grants that will improve such projects as storm water drainage, inf-field drainage & run-off. Mr. Rischar suggests that we look at projects that were approved for 2016 and determine what criteria helped get projects awarded. The fiscal year 2016/17 grants will be posted Fall 2016. Mr. Rischar will get with Mr. Prange to discuss projects that may correlate with Master Plan Projects. He will share an email with additional information.
- Mitigation update
 1. We are on the list and should beginning mitigation list by beginning of April. Task
- Hay lease
 1. Chasing leads but nothing has been confirmed. Mr. Wynn has a potential lead and will come out week of 3/7.
- April 1-3 Spring Gobbler Hunt- OOF & Air-Ops
 1. A portion of hunt will be on KAA property and other hunting on Belmore State Forest.
- Glen Harris Memorial Park- conceptual plan
 1. Coordinated with Sally Coyle with Coyle and Cameron to assess opportunities for design.
- University of Florida, School of Forestry -timber Inventory & mapping
 1. Working with a student to have inventory and mapping completed, at no cost.
- KAA Finance and Budget meeting Feb 2016-briefing
 1. First meeting held on 2/11. Intro meeting was to establish financial history of KAA and discuss potential revenue ideas.

- **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR**

- Changed out lights at entrance sign at SR 100.

- **AVIATION CHAIR, MR. WYNN**

- Nothing to report

- **SECRETARY & FACILITIES/OPS. CHAIR, MR. NICKELS**

- Facility Update
 1. Batwing blades replaced
 2. PAPI lights repaired
 3. Equipment maintenance all updated
 4. In-field burned
 5. Fuel pump/engine is out as of 2/28. Waiting on parts.

- **MILITARY CHAIRMAN, CPT ROBERT CATER**

- Not present

- **FBO MGR., MARIA GALL**

- Hangar Update – full/ 2 more names have been added to waitlist.
- Calendar of events – 5k Glow run is scheduled for 3/5 7-11p. Ms. Gall and Mr. Fryar will be volunteering to attend and represent KAA. Ms Gall will be receiving the Event Application by Thursday and all requirements will be met, 3/11 Camp Blanding Jump Ops,
- February Review
 1. Met with Clay Today at City Hall on 2/5 regarding a special Keystone Heights special insert for May. Partnering with Lynn R. from City.
 2. Budget & Finance Committee Mtg. – 2/11
 3. Met with FIRM Mgt and new Managing Director, Jimmy Lowry – 2/11
 4. Met with Scott Fryar 2/17 to begin update of Security Plan.

5. Emergency Mgt training for Bradford and Clay County Rescue and Sheriffs Dept.. Partnered with John Ward – 2/18,19,20
6. Met with Bill Garrison (Clay Economic Development) & Aaron Bowman (JAXUSA) on 2/25 to discuss potential future development.
7. John Ward post-training meeting for simulated training/ HAZ-MAT training for June/July.
8. “If you see something, say something” – suspicious vehicle has been seen around airport facility. Ms. Gall reported to Clay County Sheriff’s dept.. A report has been filed.

IV. Other:

- Chairman reported on progress of College of Missionary Aviation hangar. A surveyor will be coming out to look at interested additional land
- Mr. Kornegay reported about Small Business Development rep., Annie Grogan. She will be working from City Hall one day of week every other week to work with local merchants on business growth. He also mentioned that the City will be switching over internet, phone and TV services from AT&T to Comcast. This will not impact the airport in any way. Mr. Kornegay also reported that the City Accountant position will be available effective 3/7/2016. The current position has stepped down and the City will begin taking applications ASAP.
- Chairman updated Mr.Kornegay that the Audit should be done within the next 2 weeks.

Accepted

Wayne Wynn, Secretary

Maria Gall, Airport Mgr.