



# KEYSTONE AIRPARK AUTHORITY

## ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

Aug. 4<sup>th</sup>, 2015 at 6:00 p.m

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

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

**Start: 6:00pm**

**End: 8:18pm**

**Present: Chair Kirkland, Vice Chair Fryar, Mr. Blake, Mr. Wynn, Mr. Rischar, CPT Cater, Mr. Nickels, Mr. Prange, Mr. Lowendowski (late)**

**Absent: Ms. Cloud**

### **I. Public Comment - none**

### **II. CONSENT AGENDA**

**A motion to approve the consent agenda as presented.**

**Motion by: W. Wynn**

**2<sup>nd</sup> by: R. Blake**

**All Ayes**

- Chair Kirkland clarified to Mr. Blake that the \$8000 T-Hangar escrow liability account amount (in question from the July Board Meeting) in the is in fact accounted for in the Asset/MS T-hangar account.
- Mr. Rischar inquired about having the fuel accounts indicate **actual** fuel sales for each 100LL and Jet-A vs. a lump sum sales figure.
- Mr. Nickels asked about having our financials indicate the actual monthly balances for each account so we can effectively see what is available for expenditures.

**A motion was made to approve the June 2015 financials as presented with considerations mentioned.**

**Motion by: C. Rischar**

**2<sup>nd</sup> by: S. Fryar**

**All Ayes**

### **III. REPORTS STATUS**

#### **• BILL PRANGE, URS**

- Mr. Prange updated the Board about the Security Camera Project. He stated that he continues to work with Bob, the project manager, about the on-going issues with the surge protectors and the grounding issues. Bob is considering looking into a more heavy duty surge protector to handle the constant lightning strikes we receive. Mr. Prange also mentioned that he has some minimal changes to go over with Bob pertaining to camera display and visual adjustments.
- Apron Rehab Project Update – All grant paperwork has been signed and sent back to FAA. Mr. Prange spoke to the contractor, Michael Davis, about the timing of the project timeframe. He feels that we are still on target for the beginning of October.
- Although there has been mention about FDOT approving the REDI status for this project, we have not received anything official indicating this benefit. We hope to receive something in writing within the next week, but until then, the grant will be on-hold. Mr. Prange stated that until we are able to solidify an answer regarding a permanent REDI status, FDOT will only grant this benefit on a case by case project.

#### **• FDOT, MS. CLOUD**

**Chair Kirkland thanked Ms. Cloud and FDOT for their generous decision in covering the REDI status for the Apron Rehab Project.**

#### **• CHAIRMAN & AVIATION CHAIRMAN, MR. KIRKLAND**

- Chair Kirkland has asked that Board members turn in any updates to Ms. Gall so she can update and distribute spreadsheet.
- Footers/ Piers are poured and bolts are set for new bulk hangar building. Matt Denson will be installing the steel on Aug. 10<sup>th</sup>, weather permitting. Mr. Kirkland has gotten with Matt regarding desired location of electrical and lighting needs.
- Mr. Fryar has re-trenched the line and is waiting on final parts. Mr. Kirkland has identified the receptacle, lighting, etc for this unit so that we can propose to the county for an install permit. This is all required for service from Clay Electric. We will need to have 3 bids for the final work for install (electrician). Those bids will be brought back to Board for approval.

- Mr. Kirkland will finalize the draft budget and send out to Board no later than Aug. 7<sup>th</sup>. Please send any changes to Ms, Gall. We may need to schedule a Special Budget Meeting before submitting to City.
- Mr. Fryar would like to entertain the idea of increasing the purchase amount to \$2000. Chair Kirkland asked that Ms. Gall get with the City of Keystone and inquire about making that change to the Purchasing Policy.
- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE**
  - Spoke to Sheri Martin (Chief Exec. Economic Development) about qualifying issues for REDI status. It is possible to work with our State Rep to back Clay County and fight for this status. Currently Clay County does not qualify based on the parameters of the initiative, but it's possible to receive an exception based on the representation. Mr. Kirkland has asked that we continue to move forward, connect with state rep backing, and schedule to meet with Clay County Commissioners and report back.
  - Mr. Blake would like for us to come up with a 1 acre/ 5 acre/ 10 acre parcels, etc. for industrial & aviation sites to market. He suggests that we advertise with banners as well as on-line and printed ads. Chair Kirkland has asked if Mr. Prange could provide KAA with a graphic depiction of these areas to help create marketing tool to provide to potential leases.
- **TREASURER & FORESTRY/ ENVIRONMENTAL CHAIRMAN, MR. RISCHAR**

- Operation Outdoor Freedom Event Oct 16-18

Met with Ms. Gall (along with others) to discuss the logistics of this event. He explained the concept details. Mr. Rischar has asked that the Board preview the concept schedule and has asked that the Board consider this as well as future- like events. Mr. Fryar inquired if KAA would have any monetary responsibilities. Mr. Rischar stated that our goal is to have this event be solely funded by contributors. The Board commented that hosting this type of event is a great way for KAA to give back to the community and it's a solid foundation for us to prepare for future profit hunts.

**A motion was made to host the Operation Outdoor Freedom on Oct. 16-18, 2015.**

**Motion by: S. Fryar**

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

**All Ayes**

After a tour with Brian Schirbock last week, Mr. Rischar was able to look at the timber lands and approximate the value of the timber (approx.. 60% of land). Mr. Rischar is working with an outsource group to come in and assess the full inventory and possibly provide a full scope & mapping (approx.. \$8k) as well. Mr. Rischar stated that there is a possibility of a "thinning harvest" next spring, but until we have mapping and inventory, we won't know how to proceed. We will be meeting with the Camp Blanding Community Partnership Program contacts on 8/5 to discuss possibilities.

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

In Mr. Schirbock's absence: diesel fuel tank is up and ready to go which will save us approx.. \$.70-\$.80/ gal.. Water tank is up and running which will help us get hangar debris burned.

- **AVIATION CHAIR, MR. WYNN**

Maintenance hangar is flooding and is afraid that the new Bulk Hangar will have the same issue. He suggests that we consider having the inside foundation paved and possibly insulate to save from major flooding and moisture inside. The Board discussed other possible options. Mr. Wynn will keep an eye and it and will discuss options with Union Lasteel.

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

Mr. Nickels asked to clarify the chain of command regarding daily operations and decision making. Chair Kirkland stated that Ms. Gall is designated as the Airport Manager and is supervisor to Lani and Brian. Albert reports to Brian. Ms. Gall suggested that we schedule an employee workshop to help clarify job duties, protocol and chain of command. She will schedule within the next week.

Fuel Truck – corrosion found in electrical box. Parts are ordered for repairs.

Marketing ideas for DOD Jet-A sales.

- **MILITARY CHAIRMAN, CPT ROBERT CATER**

- **AIRFIELD MGR, BRIAN SCHIRBOCK**

- Facility Updates – delivered from Mr. Fryar

- **FBO MGR., MARIA GALL**

- Hangar Update – continue to remain full. Updated Board with possibilities for old Joe David hangar. Wings of Dreams will vacate no later than Sept. 1<sup>st</sup>. Ms. Gall will move forward with leasing out for corporate lease activity.
- Calendar of events – Aug. does not have any out of the ordinary activities scheduled.

- FAC Conference recap – Ms. Gall gave brief outline & thanked the KAA Board the investment.
- Army Community Partnership Program meeting recap from initial meeting on July 9<sup>th</sup>.

**IV. Other:**

- Independent Operator Application form presented to KAA Board from David Nickels
  - The Board has asked that Mr. Nickels provide a copy of the CFI and A & P license as well as liability insurance.

**A motion was made to approve the Independent Operator Application for Mr. Nickels to operate as a CFI and A & P.**

**Motion by: S. Fryar**

**2<sup>nd</sup>: C. Rischar**

**All Ayes**

Approved by:

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David Nickels, Secretary

Witness

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Maria Gall, Airport Mgr.