



KEYSTONE AIRPARK AUTHORITY

ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

Nov. 1st , 2016 Meeting Minutes

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

CHAIR KIRKLAND OPENED MEETING ST 6:01PM

PRAYER/PLEDGE OF ALLEGIANCE GIVEN BY CHAIR KIRKLAND

ROLL CALL:

Present - Chair Kirkland, Vice-Chair Fryar, CPT Cater, C. Rischar, Mr. Prange, Ms. Whitney, S. Kornegay
Absent – D. Nickels, R. Blake

PUBLIC COMMENT: NONE/ Chair Kirkland presented new Public Comment form and protocol for board meetings moving forward.

I. City Manager, Scott Kornegay swore in Bradford County Seat member, Wayne Wynn.

II. CONSENT AGENDA

- S. Fryar asked that minutes from the Special Mtg. on Oct. 18th, 2016 be presented at the December meeting.
- A motion was made by S. Fryar to accept the consent agenda as presented. 2nd by S. Fryar. 2nd by: W. Wynn. All Ayes.

III. REPORTS STATUS

- **BILL PRANGE, URS**
 - Mr. Prange presented Board with “Sale & Release of Surplus Airport Land” and FAA form for review. He discussed that he had discussions with FAA and other colleagues with similar surplus land sale opportunities. Mr. Prange stated that the KAA Board would need to present a formal request to FAA for a release of land based on substantial reasons with supporting documentation. The Board expressed the original concern regarding protection of the land from future development. Chair Kirkland explained that Mr. Prange’s presented information is only the beginning of our research and that the next step would be discussions with the City of Keystone Heights City Council, followed by interested buyers, then everything back to KAA Board for final proposal and decision.
 - The Board inquired about timeframe if they decide to move forward. Mr. Prange said we could anticipate 1 year. Mr. Wynn expressed concern regarding the sale because “once it’s gone, it’s gone”.
- **FDOT, MS. WHITNEY**
 - Stated that she is processing the Resolutions for both the New Terminal project and the 10-unit T-Hangar project and they should arrive soon.
- **CHAIRMAN & AVIATION CHAIRMAN, MR. KIRKLAND**
 - Discussed the Interlocal Agreement between Bradford and City of KH. This agreement was found to exist from Bradford County due to the application of a zoning change for Velocity Training. Mr. Kornegay stated that this would need to be added to the November 10th KH City Council Meeting.
 - Mr. Fryar suggested we create a “check-list” when adopting new land leases. This would assist KAA in making sure exceptions are requested in the proper order.
- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE – Not Present**
- **NATURAL RESOURCE CONSERVATION CHAIRMAN/ TREASURER, MR. RISCHAR**

- Reported that the 1st phase of harvesting is complete and the phase II will hopefully begin the beginning of December. Mr. Rischar will be putting together a re-forestation plan for both areas once harvesting is complete. Will report back on cost.
 - Mr. Rischar touched upon the concern from other Board members about the condition of the harvested area on the east side of Airport Road. He stated that he wishes it would have gone a bit better but we can't expect the same result as when we are having thinning done. He's 80-90% satisfied.
 - Mr. Rischar will be putting together a bid outline the clean-up work and will present at next board meeting.
 - Once phase II is complete (thinning and timbering) there will not be anything to harvest for at least another 10 years.
 - AirOps went very well this year. No kills, but veterans and volunteers had a wonderful weekend of comradery.
 - Next Budget and Finance Com. Mtg scheduled for 11/10 at 3:30pm.
- **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR – Nothing to report**
 - **AVIATION CHAIR, MR. WYNN – Nothing to report**
 - **SECRETARY & FACILITIES/OPS. CHAIR, MR. NICKELS – Not present**
 - **MILITARY CHAIRMAN, CPT ROBERT CATER- Nothing to Report**
 - **FBO MGR., MARIA GALL**
 - Attended the Florida Airports Specialty Conference – Oct. 26-28th. Reported that the conference was much more beneficial (than the annual conference) as it focuses more on General Aviation (environmental, safety, facility, maintenance, etc.) . Ms. Gall thanked the KAA for sending her.
 - Reported that the Fuel Tank Inspection (DEP) that was scheduled for Oct. 7th at 11:00am was cancelled due to Hurricane Matthew. Waiting to hear back on new date.
 - ARDM came in on Oct. 19th to certify R/W weight capacity for both 5/23 & 11/29. Mr. Brakenbury managed their visit as Ms. Gall was on vacation. Results will take approximately 2 weeks.
 - Ms. Gall reported that the FDOT Aviation Database was constantly being updated through hurricane Matthew on status of 42J facility and availability to tenants and transient pilots.
 - Sept. Review
 1. Military Training week of 9/12/16
 2. Governor made to visits to 42J for events at Camp Blanding.
 3. Graduation of MHD Rockland Taiwanese/ Lockheed Martin Project on Sept. 29th
 4. Ms. Gall reminded Board Members that Ethics training needs to be completed on-line no later than 12/31/2016. Requested that board email her once completed.
 - **KEYSTONE HEIGHTS CITY MANAGER, SCOTT KORNEGAY – Nothing to report**
 - **OTHER:**
 - Bob Oehl – Fly-in breakfast scheduled for 11/5 from 8am-10am and Star Party scheduled for 11/6 from approx. 7pm - ??
 - Tim Huggins (College of Missionary Aviation)
 1. Reported that he received the Certificate of Occupancy from Bradford County last week.
 2. Ms. Gall requested the gate code for the Missionary College gate for emergency purposes.
 3. Reported that the College will be receiving 7 new students in January 2017 and another 5 in July.
 4. Mr. Huggins stated that they have been averaging around 208 gals/ mo. And predict closer to 1000 gals/mo in the future.
 5. Mr. Huggins requested that KAA look at the drainage on the right side of the drive going to the College hangar. Mr. Wynn stated that he had already assessed the area and feels that there are plenty of trees that need to be removed to allow proper drainage.
 6. Mr. Huggins revisited the proposal of leasing additional land to build an additional hangar as well as classrooms on the east side of Airport Rd.. He stated the College has approximately \$250,000 in structures on KAA land and would like for the Board to consider amortizing the value towards any new land lease. Mr. Fryar reminded Mr. Huggins that the land lease price

is based on amortization which is structured on FAA policy of appraised aviation and non-aviation land. Mr. Prange supported the statement of lease and lease pricing being controlled by FAA. All leases must be approved by FAA regarding term, land use and lease price. Mr. Fryar also stated that the KAA Board has a fiduciary responsibility to be consistent with all lease rates.

MEETING ADJOURNED AT 8:03PM

Approved: _____

Attested by: _____