



KEYSTONE AIRPARK AUTHORITY

ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

June 5th, 2018 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

Meeting Start: 6:04pm

****MINUTES****

I. PRAYER/PLEDGE OF ALLEGIANCE ROLL CALL

II. Public Comment - None

III. CONSENT AGENDA

- Approval of April, 2018 Financials
- Approval May 1st, 2018 Minutes

A motion was made to approve the consent agenda as provided.

Motion by: S. Fryar

2nd by: D. Nickels

All Ayes

IV. REPORTS STATUS

• BILL PRANGE, URS

• New Terminal Update

1. Mr. Prange revisited the overall layout of project. AECOM is at 98% design and foresees the final plans within 2 weeks. At that point the design will be ready to go out for bid or hand over to a Construction Mgr. at Risk, whichever the Board desires. He offered to explain the details again if Board needs clarification.
2. Board discussed a variety of topics to help understand the difference in options.
3. Chairman Kirkland asked the Board what their wishes are to move forward.

A motion was made to accept the Contract Manager at Risk methodology through the piggyback system onto the Santa Fe Community College contract for the New Terminal project.

Motion by: S. Fryar

2nd: D. Nickels

All Ayes

• TW Rehab Project Update

1. Pre-bid meeting was held on May 30th at 10:00am. Approximately, 15 companies appeared at meeting. Mr. Prange expects 4-6 companies to turn in bids by June 21st at 2:00pm.. AECOM will present the Construction Phase agreement at July Meeting.

• New Hangar Project

1. \$420,750 available. This money first appeared in 2016 to go towards a 10-unit t-hangar project. When FAA stated that the Taxiway "A" rehab project was a priority, this money from FDOT remained as part of our funding to utilize a hangar project.
2. Mr. Prange reviewed site locations for hangar and contracting meeting options. Board discussed several options in terms of locations, size, need, etc.. He requested the desires of the Board for moving forward.
3. Mr. Rischar suggested that we move forward with a task order for AECOM to get us at a 60% design on project.

A motion was made to have AECOM move forward with a task order to create a 60% design on project for both sites.

Motion by: C. Rischar

2nd: D. Nickels

All Ayes

• FDOT, MS. WHITNEY – Nothing to report

• CHAIRMAN, MR. KIRKLAND

- July meeting will be scheduled for July 10th due to holiday
- Amendment of Purchasing Policy

1. Discussed minor changes regarding position titles and minor procedures. An addition that was presented for consideration is adding, verbiage to allow the use of a Construction Manager At Risk process.

A motion was made to change purchasing policy as presented.

Motion by: S. Fryar

2nd: R. Blake

All Ayes

- Jaycees Haunted Trail
 1. Chairman discussed the need to consider changes with the agreement to utilize land for upcoming Haunted Trail and future events. The concern is an issue of safety due to fallen trees from last year's hurricane. The exposed electrical is also a concern. Chairman also expressed his concern that most of the "station" material was left behind from years past which has created a hazard as well.
 2. Marlana (Jaycees President) discussed a need for the Haunted Trail this year since the money goes to "Toys for Kids" at Christmas time. Their concern is they have no other location to hold event 5 months out.
 3. Mr. Fryar suggested that we evaluate alternative sites communicate with Jaycees and revisit at July meeting.
 4. Requested dates for usage for 2018: 10/5,6,12,13,19,20,26,27. Marlana will contact Ms. Hitt to schedule a time to look at location that was suggested by Mr. Rischar.

- North Florida Land Trust
 1. After meeting with Mr. Rischar in April, NFLT emailed KHAA a letter expressing their ongoing interest in previous mentioned land in addition to another parcel. Chairman Kirkland discussed that the Board needs to consider whether or not we move forward with next steps, in terms of FAA communication regarding surplus land. Asked Mr. Prange what the next steps are. Mr. Prange estimated a \$40k-\$50k cost to create the preliminary inquiry (memos, graphics, and technical writing as well as visits to ADO in Orlando) to FAA. There will also be a need to facilitate communication with FDOT. Mr. Prange briefly spoke about some of the considerations and information that FAA will begin to require.
 2. Mr. Prange can begin working on a task order indicating the scope of work AECOM can provide, if the Board decides to move forward.
 3. Board discussion regarding concern of putting money towards something that we're not guaranteed to get approved by FAA. Mr. Nickels stated that he does not support the sale of land. Chairman Kirkland stated that he does not intend the Board to decide this evenings meeting since Mr. Wynn is absent and the Camp Blanding rep seat is currently vacant.
 4. Chairman Kirkland asked that we get back with NFLT to confirm their intent and that they understand the firm stance that FAA will take regarding the fair market value. Mr. Prange suggested NFLT provide a letter of intent which includes language regarding land value limits.

- Follow-up with Bradford County & City regarding FS. 333
 1. Asked that both Bradford County and City coordinate with attorneys to communicate with FDOT on efforts to finalize Zoning and Land regulations as it relates to FS 333.

- Set CLOSED meeting date with Jim Taylor
 1. Ms. Hitt will coordinate with Mr. Taylor a variety of dates and coordinate with Board members.

- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE - nothing to report**

- **NATURAL RESOURCE CONSERVATION CHAIRMAN/ TREASURER, MR. RISCHAR**
 - Cabana update – commented "thanks" for all the volunteer work that has been done.
 - Reforestation project(s)
 1. Requested if the Board was interested in having him move forward with pricing out reforestation on a land that has been harvested.
 2. The Board agreed to have Mr. Rischar move forward with creating a scope of work for the bidding process for reforestation.
 - Infield prescribed burning options – Inquired whether or not a 2nd burn is possible in near future. Miss Hitt will contact Forestry representative and have them assess.

- **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR – nothing to report**
- **SECRETARY & AVIATION CHAIR, MR. NICKELS – nothing to report**
- **AVIATION FACILITIES/OPS. CHAIR, MR. WYNN – not present**
- **MILITARY CHAIRMAN, MJR. BROTHERS – nothing to report**

- **AIRPORT MGR., MARIA HITT**
 - The FIRM request to amend lease - **TABLED**
 - Official name change of airport/authority (FAA, FDOT, FCC, Bradford & Clay County, State, Banks, etc.)
 1. Keystone Heights Airport
 2. Keystone Heights Airport Authority
 - Facility Update
 1. John Deere is back and operational
 2. Military activity 3rd week of this month. Night operations planned
 3. 10 new signs have been installed down Airport road indicating closure of Florida Trail.
 - Audit
 1. Scheduling a meeting with Reddish & White as well as Rebecca Williams, Lani & Maria to confirm a policy that will clearly indicate our internal controls which should alleviate future issues with state audit response.

- **KH CITY MANAGER, SCOTT KORNEGAY**
 - Scott will get the budget deadline to Ms. Hitt this week.
 - There is a mounting interest in a Public/Private partnership for a community conference center building at the airport. Plans are very preliminary and will report more later.

Approved by (Secretary)

Attested by

Meeting adjourned: 8:21pm