



# KEYSTONE AIRPARK AUTHORITY

## ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

\*\*July 7th , 2015 MINUTES\*\*

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

Start: 6:05pm

End: 8:30pm

### ROLL CALL:

Present: Chairman Kirkland, Vice-Chair Fryar, CPT Cater, Mr. Wynn, Mr. Blake, Mr. Rischar, Mr. Nickels, Ms. Cloud, Mr. Lowendowski

Absent: Mr. Prange (URS)

### I. Public Comment

### II. CONSENT AGENDA

- Approval of May 2015 Financials
- June 2<sup>nd</sup> , 2015 Regular Board Meeting Minutes & June 23<sup>rd</sup> Special Meeting.
- Discussion was made regarding the Financial Reporting “layout” and possible changes to improve flow.
- Mr. Blake inquired about “T-hangar Escrow” line item of \$8,000. Chairman said that he would make note and verify what amount represents.
- Mr. Rischar recognized a few minor “typo’s” in the Special Meeting minutes. Ms. Gall will update.

**A motion was made to accept the consent agenda as amended with the changes recommended.**

Motion by: W. Wynn

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

All Ayes

### III. REPORTS STATUS

- **BILL PRANGE, URS**
  - Camera Project Update – on task
  - Apron Rehab Project Update – necessary paperwork has been submitted to FAA and waiting for final approval.
- **FDOT, MS. CLOUD**
  - New fiscal year. Working on new projects and funding. Hoping to be out by the end of July.
- **CHAIRMAN, MR. KIRKLAND**
  - New Hangar Construction Update - Will begin on either July 13 or 14 for concrete work. Building construction will begin approximately 2 weeks after. Mr. Wynn asked that a few trees be removed in the next week which is located behind hangar location.
  - Project Tasks (handout) – Chair Kirkland discussed the handout and began discussing priority list:
    1. REDI Status (Ron Blake) - Has written Mr. Van Zant about an avenue of resource. Ms. Gall is to provide Mr. Blake with a contact at Florida League of Cities who could potentially help.
    2. Timber Assets (Chad) – Feels as though we could reasonably expect an inventory map and harvesting schedule by the end of the year. Mr. Wynn suggested/ offered to fly Mr. Rischar over timber area some afternoon to get a birds eye view.
    3. Budget Prep (Chad, David K., Maria, Lani) – rehab budget layout. Chair Kirkland has asked to have Paul Yates (prior City Council Member) to meet with us and discuss.
    4. Mr. Rischar has asked that Ms. Gall send out the spreadsheet in a digital format.
  - College of Missionary Aviation – water line request. Tim Huggins has requested to tie into the old Joe Davis hangar well.
  - Chair Kirkland called Clay Electric and discovered that there will be a \$250 fee to have system turned back on. The minimum usage fee from Clay Electric is \$17/mo.. C.M.A. will be responsible for all initial and on-going charges.
  - The Board all agreed for the Chairman to move forward with the request.
  - Reminder that the grand opening for the College of Missionary Aviation is this Saturday, July 11<sup>th</sup>, 10am-2pm.
- **BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE**
  - Nothing to report

- **TREASURER & FORESTRY/ ENVIRONMENTAL CHAIRMAN, MR. RISCHAR**
  - Wounded Warrior/ *Operation Outdoor Freedom* opportunity Fall 2015. FFS will be the coordination agency.
    1. Presented the board with handout of the event and asked for feedback. He suggested we put together a sponsorship package to fund the event. This event is open to disabled veterans only and is “managed” through FFS (Florida Forest Service) – bow hunting
    2. Mr. Blake asked about liability and responsibility. Mr. Rischar will confirm.
    3. Mr. Fryar asked about the timeline for making this function occur. Mr. Rischar suggested a drop-dead date of the Sept. board meeting.
    4. \$2000-\$2500 budget
    5. Acreage to be defined
    6. Chairman stated that he supports this cause very much, but would like to focus more on a quota hunt that would generate revenue for airport. Possibly
  - Potential for a community oriented event in the near future.
    1. Would like to possibly discuss in the near future an event once the cooler weather arrives.
    2. Ms. Gall will work with David Nickels and Al Killmeyer about working with the local EAA Chapters.
- **VICE CHAIRMAN & SECURITY CHAIRMAN, MR. FRYAR**
  - Bulk hangar rent pricing – Herlong rates \$200 single engine/ \$300 twin/ \$425 turbine.
    1. Proposed that we re-evaluate the bulk hangar rate, but inquired about the verbiage in the lease agreement stating increases. Chairman clarified that the max increase on existing leases is 3%. He proposes that any new tenants coming into bulk is \$150 single/ \$200 twin/ \$250 turbine. After discussion and consideration of competition rates as well as weights of aircrafts, a motion was made.

**A motion was made to revise the new bulk rates, based on max ramp weight, for new tenants at \$150 single (under 2000 lbs) / \$175 single (over 2000 lbs)/ \$200 light twin (under 2500lbs) /\$225 heavy twin (over 2500)/ \$300 (single or multi turbine). Maintain the current bulk lease rates for current tenants.**

**KAA reserves the right to adjust the monthly rate based on unusual circumstances of height, width and weight of aircraft.**

**Motion by: S. Fryar**

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

**All Ayes**

- Apron Re-hab
  1. Before discussing rehab, Mr. Fryar discussed the need to identify the individual hangars something other than “Joe Davis” hangar or “Jim Young” hangar. Mr. Schirbock has been tasked with working with Mr. Fryar and Mr. Prange with re-identifying these areas.
  2. Discussed the need to have the approach concrete to current hardstand off of Taxi-way “A” cleaned up and possibly sealed due to loose gravel.
- **AVIATION CHAIR, MR. WYNN**
  - Cleanup of beacon area. (see attached quote)
    1. Presented quote
    2. Chairman informed the Board about the Army Community Partnership Program and the potential for help. If nothing comes from meeting, we can revisit the rental equipment option.
  - Asphalt overlay needed for Bradford hangar.
    1. Chairman tasked Mr. Wynn & Mr. Nickels to get with Bill Prange about 3 areas to clean up and seal.
  - Power for maintenance building.
    1. Trench is ready to have pipe laid and lines hooked in PVC pipe and sweeps installed when purchased.
- **SECRETARY & FACILITIES/OPS. CHAIR, MR. NICKELS**
  - **Nothing to report**
- **MILITARY CHAIRMAN, CPT ROBERT CATER**
  - Army Community Partnership Project, July 9<sup>th</sup>, 9a-12:30pm
  - No UAS scheduled for this month
  - UF Lightening Research will be launching rockets throughout the month.
- **AIRFIELD MGR, BRIAN SCHIRBOCK**
  - New Hires
    1. Plen Gnann quit his position effective July 2<sup>nd</sup>./ Albert Gronbach joined airport staff on June 27<sup>th</sup> & 28<sup>th</sup>.
  - Facility Updates
    1. John Deere tractor is back from HoBo and repairs were covered under warranty.
    2. Perimeter work is still being worked on. Camp Blanding fence line needs to be assessed and possibly considered when removal.

3. Diesel Fuel tank stand is complete. Add'l equipment is needed and possibly a clean-out will be required before full usage.
  4. Has requested that the airport purchase 2 12V batteries for customer service opportunities. Would also like to request a purchase of proper tools for airport.
  5. Requested that we make a move to get rid of large debris pile located at hangar rehab. Ms. Gall will contact Chip Ware on Wednesday and request the assistance of a burn through Bradford County. Brian and Albert will remove as much of the Styrofoam before burn.
  6. Jet-A truck is having issues with the over-ride switch. Chairman has tasked Mr. Nickels to work with Brian on repairs.
  7. Mr. Killmeyer has requested that a burn line be plowed and trees be cut back by hangar A to avoid contact with airplanes and provide a fire break.
- **FBO MGR., MARIA GALL**
    - Hangar Update – All full
    - Calendar of events – July 9<sup>th</sup> Clay County Motorcycle Unit Training 2-9pm/ July 11<sup>th</sup>, College of Missionary Aviation/ July 11-16<sup>th</sup> Aviation Camp/ July 26-29<sup>th</sup> FAC Conference/
    - FBO Hours
      1. Proposed that the Board consider changing the weekend office hours to (9:00am – 5:00pm) and week hours to (8:30am – 5:30pm).
        - a. After Board discussion, the Board agreed to change FBO hours to the proposed times. Effective the next pay period which would be 7/20/2015.

**IV. Other:**

- Chairman asked if the Sportsmen's Club has any on-going issues about trespassers. Mr. Host confirmed that all issues have been resolved.
- Mr. Lewandowski thanked the Board for all the hard work and dedication to the Airport. He has requested to meet with Ms. Barbara Cloud to further discuss the future relationship with FDOT and the KAA.

**Approved by:**

**Attested by:**

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**Wayne Wynn, Secretary**

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**Maria Gall, FBO Mgr.**