



Keystone Airpark Authority

ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

Feb. 4th , 2014 at 6:00 p.m.

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

****MEETING MINUTES****

Start: 6:01pm

Present: Chair Thomas, Vice-chair Kirkland, Scott Fryar, Roger Mullins, Wayne Wynn, Bill Prange, Mr. Luster, Mr. Suggs

Absent: Lt. Col. Johnson, Ron Blake

- **CONSENT AGENDA**
- **Approval of Dec. 2013 Financials and Jan. 7th , 2014 Minutes**
Motion to approve: D Kirkland 2nd: S. Fryar All Ayes

REPORTS

BILL PRANGE, URS

- Update on Fire Main Phase 2 project
 1. All punch list items completed on project
 2. Approached Board about a \$1400 savings (by not installing bollards)
 - a. This savings could be utilized in two different ways. Hydrant Knox lock-down for each plus a key. Cost would be for 7 hydrants \$2300. Mr. Mullins suggested we consider locking down furthest hydrants and put bollards around the hydrant near open lot. These options will only happen based on the budget. Will confirm with Roland and Ms. Gall.
 - b. Board decided reconcile account and see what monies are available. We will put bollards around hydrant at picnic area and install as many add'l hydrants funding will allow.
 - c. If additional funds become available (from Fire Main grant), Roland confirmed that we can use the funding for an alarm system for the Fire Suppression unit.
- Update on Rotating beacon project
 1. Mr. Wynn completed the land clearing for the beacon location.
 2. Crew and material will arrive the week of 2/17 to set up and review area.
 3. Entire project is estimated to take about 6 weeks (2 weeks actual work, 4 weeks for set up and delivery)
 4. Crew will disassemble old tower and move to the Wings of Dreams land.
- Design fee proposal for Security Camera project
 1. Handed out work project with preliminary cost project. Briefly discussed package options. One challenge is the cost associated with the distance for some cameras/ gates. Other options were discussed and Mr. Prange will get back with Board on costs.
 2. G2 (The FIRM) camera linked with home base will be approx.. \$30k.. A system that would function off of a sole unit that works from a hard drive would run approx.. \$3-4k. More information at March meeting.

A motion was made to accept and execute the Security Grant Contract

Motion by: R. Mullins 2nd by: W. Wynn All Ayes

B. FDOT, MR. LUSTER

- Legislation is town and possible increase in transportation dollars; possibility of aviation dollars.

C. AVIATION CHAIRMAN, MR. KIRKLAND

- Facility Update
 1. Met with staff last week and requested weekly task reports as well as monthly completed projects.

2. Updated Board on daily, weekly airport projects.
3. Requested replacement doors for Ford F150/ damaged. Asked Chris and Randall to look for replacement doors at scrap dealers.
4. Updated Board on equipment maintenance plans set up with Tidewater Equipment out of Starke.
5. Reported on fuel sales for month of January. Sold 1960 gals/ 100LL and 636gals/ Jet-A.
6. FDOT Inspection “to-do” list – completed
7. Would like to consider budgeting a new pressure cleaner as well as industrial sweeper.
8. Cogan Grass – will be applying herbicide this spring as well as staking off area so it is not mowed by our staff or The FIRM.
9. Roof repair needed at FBO hangar above office. Maria has scheduled for roofers to come and give update on estimates.
10. Cell phone tower update: contact AOPA and FAA. Waiting to hear back after they review and assess proposal. FAA advised that we not do anything until we find out if tower application has been accepted. Mr. Kirkland will be monitoring this application on-line.

D. SECRETARY & WEB DESIGN, MR. MULLINS

- Reported that he posted an open inquiry on Facebook soliciting feedback from customers who have visited the airport. One customer commented on his recent trip to 42J he was not greeted. Ms. Gall stated that she read this comment and has reinforced to employees that we need to make every to greet all customers inside FBO and at gas pump.

E. WAYNE WYNN

- Land Clearing Update
 1. Completed over 40 hours on rented equipment. Ground is prepped but not piled.
 2. Large loader quote to finish land clearing is approx.. \$2600. This will allow us to pile and stack remaining material.
 3. Mr. Kirkland reported that the Gainesville Bio Plant is a possibility for hauling away trees and brush. Maria will call and inquire.
 4. Mr. Wynn will contact Tidewater and have them repair and put new blades on Bat-wing mower.

F. SCOTT FRYAR

- Discussed the employee schedule and lack of consistency on regarding supervision and scheduling. He suggests we meet to discuss staffing needs.
- The Board decided they will schedule a workshop to discuss employee descriptions, reporting structure, and FT/PT positions needed. Ms. Gall to send email to schedule meeting.
- Discussed ideas for dedicating a road/ street to Glen Harris. The issue of Bradford/ Clay designation may make this a problem.
- Mr. Kirkland suggested we dedicate the new park in his name.

G. MARIA GALL

- Hangar Occupancy Report & Update
 1. Joe Davis Lease
 2. Bob Tyer Lease
 - a. Board discussed the rights of a tenant supersede any motions the Board has made.
- Event Update
 1. Aerobatics schedules reported.
 2. Marketing Committee Meeting is scheduled for Feb. 6th at 5:30pm
 3. Emergency Management Response Meeting update. Final map is almost finalized along with Emergency Response plans from all companies and organizations. Will report back to Board when final.

H. NOEL THOMAS

- Audit
 1. 12/13 Audit is in the process and should be completed soon.
- Meeting with a forester to give us an assessment on designated Forestry Area. Will report back.
- Discussed the importance of Sunshine Law.

I. Other:

- Wings of Dreams Updates

1. Fly-in Breakfast brought in 150-250 people.
 2. Local school came in for tour.
 3. Engineer and site planning has begun. Came across a moccasin in clearing area. Bob asked if he could bring a shot-gun on premises for protection. Board agreed
 4. Feb 22nd, 7:00pm. Star Party, Open to public. Will be held across from Glen Harris Park
 5. High Altitude Balloon project considered for next year
 6. March 1st, next Fly-in Breakfast.
 7. Still moving along trying to get external tank moved to 42J.
- Terry Suggs, City of Keystone Heights
 1. League of Cities Dinner April 17th. Held at airport. Please RSVP to City Hall.
 2. B & F meeting held last week. The City is waiting on Airport Audit.
 3. City suggested that the Board consider a part time accounting position to assist Maria.
 4. New Board appointments will be coming up in April; Clay County Seat and City Seat #4.

Meeting adjourned: 7:55pm

GENERAL DISCUSSION

ANY NON-AGENDA ITEMS WILL BE CONSIDERED AT THIS TIME.

PLEASE LIMIT PUBLIC DISCUSSION TO FIVE (5) MINUTES.

PLEASE NOTE AND BE ADVISED:

IF ANY PARTY DESIRES TO APPEAL A DECISION MADE BY THE KEYSTONE AIRPARK AUTHORITY WITH RESPECT TO MATTERS CONSIDERED AT THIS MEETING, SUCH PARTY WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.