

Keystone Airpark Authority

ORDER OF BUSINESS AND AGENDA KEYSTONE AIRPARK AUTHORITY

April 1st, 2014 at 6:00 p.m. ** MEETING MINUTES**

AIRPARK CONFERENCE ROOM 7100 AIRPORT ROAD

Meeting began: 6:06p.m.

Present: Chair Thomas, Vice Chair Kirkland, Mr. Mullins, Mr. Blake, Mr. Fryar, Mr. Prange, Mr. Luster, Mr. Suggs, Mayor

Brown

Absent: Lt. Col. Johnson, Mr. Wynn

I. CONSENT AGENDA

A. Approval of Feb. 2014 Financials and Feb 4th & March 4th, 2014 Minutes

Motion to approve: R. Mullins 2nd: R. Blake All Ayes

II. Auditor, Brad Million, presented the final audit report for 2012-13. Board had no questions or comments for Mr. Million.

A. Other discussion: Chair Thomas requested the Boards preference to read the monthly reports as *Cash Basis* or *Accrual Basis*. Mr. Mullins asked Mr. Suggs what the City practices. The City runs on a Cash Basis. He stated that Cash Basis is an easier and a cleaner way of reading and understanding the current balances.

A motion was made to accept the Cash Basis for our Accounting purposes.

Motion by: R. Mullins 2nd: S. Fryar All Ayes

III. REPORTS STATUS

A. BILL PRANGE, URS

• Rotating Beacon close out update: working on close-out. March 24th (Substantial completion date). Electrical Inspection will occur with Mr. Prange in the next two weeks. Change order presented which allowed a \$5,000 savings from project. These monies will roll over into FAA project funding account.

Motion to approve change order as presented.

Motion by: D. Kirkland

2nd: R. Mullins

All Ayes

- Fire Suppression Alarm Update: presented to Board the details of alarm system companies who bid on job. A total of 4 companies bid, URS narrowed down to the following companies:
 - 1. Gator Fire \$5000, but did not include A/C cabinet and electrical work. 1 year warranty.
 - 2. Maximum Fire Protection \$6420, all inclusive price. 5 year warranty with a proprietary system.

Motion to approve Maximum Fire Protection alarm system.

Motion by: R. Blake

2nd by: R. Mullins

All Ayes

• Fire Main Ext. project remaining funds: Distributed a grant funding breakout sheet to the Fire Main Ext. Project. Taking the balance, subtracting the fire suppression alarm system, extension of hydrant line and tamper resistant thrust nuts/ wrench, Mr. Prange requested that grant balance be distributed to URS for add'l services exhausted for above amendments.

Motion to approve the balance of funding go to URS for additional administrative work.

Motion by: R. Mullins

2nd by: S. Fryar

All Ayes

Motion to resend the motion for change order #1 for Coleman Construction in the amount of \$16, 785.

Motion by: R. Blake

2nd: S. Frvar

All Aves

Motion to approve the change order #1 for Coleman Construction in the amount of \$18,385 for extension of hydrant system.

Motion by: D. Kirkland

2nd: R. Blake

All Ayes

Distributed a proposed ramp layout for future FBO bldg./ expansion. Discussed several options.

B. FDOT, MR. LUSTER

- House and Senate have approved their budgets. House proposal is \$74.9B for 2014/15 and the Senate budget proposed \$75.2B. Just waiting on them to work out differences.
- All projects need to have invoiced over to FDOT. Ms. Gall will get to Mr. Luster as soon as possible.

C. AVIATION CHAIRMAN, MR. KIRKLAND

• Facility Update: reported on all repairs. Concern about FIRM gate staying open. Randall will meet with Ken Grammer to assess. Randall will install a cover over reflector.

D. BUSINESS/DEVELOPMENT CHAIRMAN, MR. BLAKE

• Mr. Blake working with LoopNet (largest commercial real estate website). Will be working with Mr. Mullins to look at land area available to for development.

E. SECRETARY & WEB DESIGN, MR. MULLINS

• 1400 friends on FB. Very good venue. Web design company is working on revamping site so we are able to pull more information, such as "hits" on site. Will report back when new features are added.

F. SCOTT FRYAR

• Glen Harris Memorial Park – concerned that park name is being used before officially being announced. Chair Thomas stated this park does not exist, no matter what conversations had been taken. Concern because Wings of Dreams is using the name, "Glen Harris Memorial Park" in their printed material. Ms. Gall will email Mr. Oehl.

G. MARIA GALL

- Hangar Occupancy Report & Update
- Marketing update: Next meeting April 9th @5:00pm
- CFASPP 42J hosting June 17th Meeting.

H. NOEL THOMAS

- Schedule meeting with entire Wings of Dreams Board. Chair Thomas will send a request to Mr. Oehl.
- Reminded Mr. Kirkland and Mr. Fryar that their seat appointment applications are due by April 18th, 2014 by 4:00pm. At Keystone City Hall. April 21st City Council meeting will determine seat selections.
- Mayor Brown spoke of the NEFLC dinner on April 17th at 6:00pm. Plz RSVP no later than 4/4. Significant others are \$25/each. Board members and employees are invited at no charge.

IV. Other:

Randall Taylor discussed the phone forwarding issues when there is no coverage in the office. Ms.
Gall talked about the options to improve the process by using a voice mail system from Norcom, free
of charge. The system would auto-answer and then direct callers to designated extension. This will
alleviate any confusion when customers call in and get directed to cell phone voice mails.

Adjourned: 7:58pm

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:

VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.