

**KEYSTONE AIRPARK AUTHORITY**  
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**MINUTES OF THE BOARD MEETING OF THE KEYSTONE AIRPARK AUTHORITY**  
Wednesday, June 17, 2009  
**CONFERENCE ROOM, KEYSTONE AIRPARK**

Chairman, Noel Thomas called the meeting to order at 7:00 p.m.

Noel Thomas followed by Pledge of Allegiance and prayer.

ROLL CALL:

**PRESENT:** Noel Thomas, Glen Harris, Karen Lake, Col. Mauzey, Ron Blake, Tony Brown, Jim Young, Dean Weaver

**ABSENT:** Roland Luster, Karen Nelson, and Don Ramdass

**CONSENT AGENDA, FINANCIALS and MAY MINUTES:**

Motion to accept the May financials and May 06, 2009 and May 20, 2009 Minutes:

MOTION BY: Ms. Lake Second by: Col. Mauzey All: Ayes

**CHAIRMAN REPORTED:** Don Ramdass was absent tonight from the Board Meeting because he was in route from Philadelphia from the National Airport Association conference and will inform us on his return, the latest from the FAA and what is going on around the Country concerning Aviation.

Mr. Thomas asked all Board members to sign up to confirm two dates of training for the Fire Suppression Pump; the first is for training, the second for operating in case of emergency. Each time the pump is started, it must be logged to meet the State County Fire Marshal requirements.

**OLD BUSINESS:**

- UNPAID 2007 TAXES FOR AQUILA AVIATION, STILL UNPAID:

MOTION TO PAY \$4200.00 AQUILA 2007 TAXES

MOTION BY: Ms. Lake Second by: Col. Mauzey All: Ayes

- LAND USE AGREEMENT FOR CAMP BLANDING:

Mr. Thomas asked the status on the Land Use agreement for Camp Blanding. Col. Mauzey stated the original copy was being searched for. Col. Mauzey said they would continue their search. Ms. Lake asked if a copy would help and Col. Mauzey said yes, and a copy was provided to him.

- RE-PLANTING OF THE FIRE DAMAGE TREES:

It was determined that re-planting of the fire damage trees would continue to be placed on hold. Because of the problems with the Hangers and the financial slow down. Mr. Thomas said with the slow down, funds were short and because of the Hangers being held up from renting, we were on a negative slide right now. Mr. Harris said he had received a call from Jim Bielling who wanted to know if there was any work for this year. Mr. Bielling has offered his services and his crew for re-planting trees and would not bill us till the budget allowed it. He complimented the Authority on how well he and his crew were treated in the past and his request was to let him know if his services were required so he could schedule his men. Mr. Harris said he told him the Authority would take it under advisement, but that we were under dire financial straights and that we may not be able to do anything this year. Mr. Harris said it would cost half of what he had previously said, because if they only did the part in the Northwest corner of the property along the railroad bed and if prices held it, the cost would probably be about \$8,000. Mr. Harris said we could put it off till things dried up some and probably should wait till after the Fourth of July.

- AIRPARK AUTHORITY WEBSITE:

Mr. Thomas asked Ms. Lake about the Website update, Ms. Lake said that she had forwarded Mr. Ramdass with the AWOS System information, Mr. Ramdass had forwarded it on to Richard Owens, and Mr. Owens had not responded yet. Mr. Thomas said he had met with Richard Owens on May 27, 2009 and that he had given them some direction on how to proceed with it.

- CORPORATE and T-HANGERS:

On the Corporate Hangers we have the Occupancy Permit, but we have refused to accept the buildings. There are some major repairs that need to be completed. 7 of the 10 doors on the T-Hangers pop and squeak making all sorts of noise, one of the units has problems with the Hydraulic System. There are major cracks in the floor inside the Corporate Hangers, there a section in the floor about as large as the conference table and runs between two of the hangers that has sunk down about ¼ of an inch. The tension wires on the buildings were not tightened down.

Ms. Lake inquired if the engineers were doing anything to remedy the problems. Mr. Thomas said they were all working on the problems. Mr. Thomas had emails with the Engineering's and emails with the Contractors for the Board to review. Hydro-swing who built the doors was contacted by Pipeline and asked who was their company representative for installation, and was given a couple of names and the installer was called who had installed the doors, but that guy wasn't available, we then called Hydro-swing who sent a different contractor who said the doors were not installed correctly. On the Corporate hangers, the doors were supposed to be braced every so many feet. We had one of their contractors saying they were installed correctly and one saying they were not!

We called them asking them to come down and certify the doors and they emailed us back saying they would be here the 1<sup>st</sup> week of June or the 1<sup>st</sup> week of July. Don Ramdass and I both sent emails back saying that was unacceptable they are suppose to be here on Saturday and give the Board some indication on what they intend to do to fix the problems.

The engineers have bored holes in the floor of the 10 unit T-Hangers and core samples have been collected underneath, they have determined that the cracks in the floor are not structural but are surface type cracks and are being filled.

The Cooperate Hangers it is flooring and the Engineers hired by Pipeline and Don Ramdass are deciding on what steps to take to remedy the problems. Until the flooring can be resolved, we cannot allow tenets to move in. When we get certification on the 10-Hangers we can allow tents to start moving in.

A list is in process of being created that will instruct all tenants on the proper closure of the 10-Hanger doors once they have been certified.

- COMMERCE ROAD and FAA VISIT

Don Ramdass and I met with Richard Owens on May 27, 2009 and discussed the AWOS. Mr. Owens gave us the right to pay for the \$4,500 equipment; however the AWOS is un-operational at the moment due to lightening strikes. The lightening strikes have knocked out two transformers and the price to repair them is approx. \$1,100, this is before the equipment we look to have installed can be done.

Parts are being ordered now and a worker from Jacksonville will come out and install, but the certification will have to be made by the original installer who is out of North Carolina. The original quote was, with labor was between \$5,000 and \$6,000 dollars and with the repair work and the new equipment it will be \$10,500 to \$11,000 to bring it up and put it on the website.

We met June 9, 2009 at Camp Blanding to discuss the Commerce Road, the best estimate we have on it is between \$230,000 to \$250,000 and FAA says we must put in a fence to separate that road from the Aviation side, we did not have plans and they would not give us a firm answer, they said we would have to submit shop drawings to determine where the fence would go in. The fence \$67,000 to \$135,000 just to for the fence and this will depend how long they want the fence.

The engineering costs have gone up because we had to get Saint John's Water Management permitted again; the engineering fees will go up from \$10,000 to \$14,000. We need an environmental study on Gopher Turtles. Wet Lands Management study done and we will have to Vegetation Species study done as well. The cost of that is \$1,500 to \$5,000 so the cost of the road is up to \$300,000 to \$400,000 dollars to put that road in. We have currently \$146,000 to \$147,000 available to us right now.

Ms. Lake asked if it would be possible to use some of the funds from the \$147,000 to start the surveys required and some on the engineering, just to be moving forward on the project. Mr. Blake said it would depend on how the grant is written; again Ms. Lake asked if the language in the funding grant is written so as to permit the survey's to be started she would like to see it started as soon as possible. Mr. Thomas said that was already being looked at by Kelly Jo, who is pursuing all the possibilities for us to move funds here and to move funds there to take of that. Kelly Jo has not gotten back in touch with us on the status of all that.

Ms. Lake asked, "Why had the cost of materials increase". Mr. Thomas said originally Mr. Crawford had lime rock available for us from Bradford County, but since it has been used and is no longer available to us, so we will have to add the purchase of lime rock to the project.

The FAA has standards to be met, which is 8 ft. high with bob-wire on top and the last bid was \$13.00 a running foot at least a mile or two miles, depending on what the FAA say's, anything none Aviation has to be fenced between it and the airfield. Ms. Lake said if we could start the studies needed to go give us a timeframe and focus us

on the project it would at least look at funding these studies and getting the environmental studies done and maybe give show good faith to Mr. Piper and maybe satisfy him on that potation.

#### MOTION TO GO AHEAD WITH THE STUDIES

MOTION BY: Ms. Lake Second by: Mr. Harris All: Ayes

#### NEW BUSINESS:

- NEW RENTAL POLICY:

Mr. Thomas said after much research a Rental Policy had not been located, so Ms. Pat and himself had created one for review and any suggestions as to the content could be passed on to Ms. Pat who would make the changes and have it ready for the next Regular Board Meeting July 15, 2009. Mr. Weaver stated he thought it would be in conflict with the leases and should be looked at closely and reviewed by council.

- RENTAL STORAGE for WINGS of DREAMS:

Mr. Thomas said Wings of Dreams requested leasing a small room in the old BODA Building for storage. He met with them and looked at the room, which is Approx. 187 sq. ft. This lease would be a month-to-month bases, one room only with the stipulation they would vacate immediately given a two-week notice when the building is leased. They're asking the Board to give them a price on the storage. There was recommendation to review comparable size and rental rates for WINGS of DREAMS with the rates in Keystone Height's area, before settling on a price.

- FIRE SUPPRESION SYSTEM

Mr. Thomas said during his visit with Mr. Owens he had discussed extending the fire suppression system down to the other buildings and they thought it was a great idea but was not willing to pay for it. Mr. Owens had said if the Authority wanted to use the monies left over from the Tree fund we could. However there are not enough monies in the fund to fix the AWOS, put it online and put the fire suppression system in.

Ms. Lake said she had talked to Dannita Andrews in Clay Chamber; she was going to work with the prospective tenant Mr. Parrish, she was very interested in hearing that someone was looking into to re-settling an bring a business and Ms. Andrews has access to Enterprise Florida money, which might help him with any type of improvements. Mr. Thomas said he had been working with them on it and was also met with the Fire Marshal and brought W Gays down to look at the building to see what type of fire suppression will be needed. They are looking into the over-all cost to them to bring their business down here.

Mr. Thomas said there is also a Business out of Palatka who is interested in bringing their business here and leasing that building. There are two possible tenants interested in leasing with us. Mr. Thomas said he was working with Kelly Jo about possible funding on some projects now and down the road, but that it has to be ok with both Counties and Kelly Jo has been in contact Bradford.

- FIRE SUPPRESION ALARM

Mr. Thomas said we have another glitch was discovered after construction on the fire suppression system, by the fire standards when the pump comes on it is on and had to be manually shut down. It was turned on and set to automatic on Friday and on Saturday a tenet comes down to the office and says, " Why is that motor running and all that water coming out of that building down there". For some reason Saturday afternoon, that generator started and was pumping water out. Jim went down and turned it off and I came down later and shut the rest of the controls on it. If any leaks occur or anyone breaks one of the hydrants, that pump comes on. If this occurs somebody has to unlock the building and manually shut down. If the pump is not shut down one of two things will happen, it runs out of fuel and quits or it runs out of water and the generator burns up. When the contractor came out to certify the pump he said "you need an alarm on system to prevent burning the engine up.

The alarm will cost about \$1,800 to put in on the phone lines, the way that works if it comes on it will call the numbers and it continue to call till someone comes out to shut it down. Mr. Weaver asked if the system had come on because of the lightening and Mr. Thomas said we had not had a storm, they did not why the system had come on.

Mr. Weaver said the last est. to put a phone line in was \$4,200 to move it from this building to down there. We need two phone systems down there.

#### MOTION TO APPROVING TO PERSUING PUTTING A ALARM SYSTEM ON THE FIRE SUPRESION SYSTEM

MOTION BY: Col. Mauzey Second by: Mr. Harris All: Ayes

- RUNWAY BIDS

Mr. Thomas said due of the Economy situation, the FAA would no longer be pre-qualifying any construction projects. We would have to have the money programmed in or pay for it and take the chance of getting it back from them over the next few years. So any future projects will be on us it appears to be as now. With the new runway project, our cost would be \$52,000 that is our 2 ½ % match to the grant FDOT hopefully to will come up with another 2 ½ % that will be 5% grant to do the runway. So between now and January 2010 we will have to figure a way to come up with at least \$52,000 to pay our portion of the runway. Unless they change it to a 100% funding, they are saying they will only fund 95%. Mr. Weaver ask if the FDOT was aware that over half of the runway is in Bradford County and therefore makes it a ready project, Mr. Thomas said he had already used that before and he was going to go back to them with it again. Mr. Thomas said the rules has changed at the FAA meeting at Camp Blanding last month they said no more pre-qualification, the funding is going to be probably at 95% with us coming up with 2 ½% and the state coming up with 2 ½% on FAA projects.

- HYDO SWING DOORS

Mr. Thomas said during the walk-thru inspection we found we have another glitch with the Hydro Swings doors. Ms. Lake asked if a back-up battery was needed. Mr. Thomas said that was one of the options. When the electricity goes out and the doors are in the up position it will stay in the up position till the electricity comes back on, or if it is in the close position they will not open. There is a 12-volt back-up system that costs about \$800 per unit, or the second option was \$1,100 there can be boxes installed on each electrical panel and 5 manual throw out switch that can flipped over and hooked to a generator and charge the doors and bring it down. The generator can be used for other purposes and projects at the Airpark. A generator was priced at approximately \$800.

- GARDEN CLUB

Mr. Thomas said he had a conversation with the new President of the Garden Club and she had some possible opportunities for the Garden Club and one was we have the Florida Trails that runs through the property and they were talking about putting in major type of trail and they would go in and try to identify the different types of trees and stuff and let people come in and look at it and the option was out across the street out by the sand pit where we can not do anything with it anyway, they would put in a Native Plant Park and it could be used for an educational purpose where student from the University could come out and study the different types on plants. They would maintain it. Mr. Weaver said there were about 580 signs out there now that the Boy's Scouts had to do to get their badges about 10 years ago. If the Boy's Scouts and the Girl's Scouts along with the Garden Club the whole area could be used and it would clean it up and make it look a little nicer as you drive in. Mr. Thomas asked the Board Members to if they knew anyone in the Garden Club encourage them to see if we can get a project started out here.

- 2010 BUDGET

Mr. Thomas said that the account is still looking at some problems in it and will get it completed as soon as possible, but right now, if you look at the bottom line it looks like we are at about 1.2 million in the hole right now. That is because of the construction project where you have to add it and take it back out it is one of those transfers, you have to put the assets on and make it a capitol improvement. The bottom line for the year total expenses is \$204,000 and we budgeted \$193,000. We are now about \$10,376 over budget because of various reasons. A couple of reasons are we lost \$36,202.31 in the hole from Aquila Aviations, when we projected last years budget we had predicated we would be in the T-Hangers before now and that is another \$18,000 we have missed. We need to get into those T-Hangers quickly. We the hole from Aquila Aviations, when we projected last years budget we had predicated we would be in the T-Hangers by May this year, and we have lost 3 months of rent at \$6,000 a month times 3 with a total of \$18,000 there.

Mr. Blake asked if there was a performance clause in any of the construction down there. Mr. Thomas said he thought there was he would have to look at the Bids. Right now, the Airpark Authority will have to look into increasing something or cutting something out to make next budget.

Mr. Thomas said he was looking at the clauses now, and right now we have held 10% of the project back till from the contractor it amounts to about \$48,000 on hold until we can get everything cleared up. We can look at holding that money back and see if there is a performance clause and maybe come back and take some of that money out.

Pipeline has been very supportive of

Working with us, it is not Pipeline it is the sub-contractors. 3 months of the delay belongs to Clay County Fire Marshal, which caused a 3month delay to finally approve our Suppression System and that is another issue to peruse at a later date.

We budgeted up to this date about \$193,000 general operating fund; we will get the numbers together. We conciliated some expenses for instance we conciliated some of the maintenance and we are trying to figure where they were actually being spent. It has become a nightmare, and Rebecca has been working on it. We will try to get those figures together and have a budget for you probably in the next couple weeks and then we have to have it to the City by August 15, 2009 to meet their dead line.

Mr. Thomas said he had the numbers and would have them to pass around if anyone would like to look at them. It was not a final budget it had some glitches in it and would be worked out in a couple of weeks.

- FLORIDA LEAGUE of CITIES

Mr. Thomas said in the Board members meeting packet, with a draft response to the Florida League of Cities when they did the risk survey, they gave us until June 30, 2009 to take certain actions, after the last Board Meeting there was a letter mailed to each tenant, and the inspector came out a second time and we walked through. We are in the process of making those corrections, working on those lights to bringing them up to standards, he was satisfied with us notifying that no painting was allowed on the Airpark, there is an clarification to that statement, which is, you can paint on the Airpark, but you can not set up a spray gun and spray. Nevertheless, nothing prevents you from having 50 cans you buy at Ace Hardware, sitting out there in a fireproof lock box. The inspector said that was within the guidance, which would be perfectly legal. Ms. Lake said she wanted to make sure that she understood it, because she had received word that primer had come into the Airpark last week. Mr. Thomas answered, "yes it had". Ms. Lake asked what kind of primer was it. Mr. Thomas said Pipeline had ordered primer and it was brought in on two different occasions to hand paint all the touch ups needed. Ms. Lake said "no" this was not Pipeline it was a tenant" this was a tenant who had brought self-etching primer. What is self-etching? Mr. Thomas said it is just primer you can paint on a car. Ms. Lake asked if it could be one of the types that you can put into a spray gun. Mr. Thomas said it could, he said you can buy the spray can that has been pressurized and paint with it or buy it in 5 gallon cans and put in a spray can and spray all I want to out there. Ms. Lake said she would talk with him afterwards and show him the invoice, and let him follow up with it. Mr. Thomas said a lot of the tenants have stuff delivered to them here because this is where they spend a most of their time and they take it somewhere else; Ms. Lake said she did not think this was what this was.

Mr. Weaver stated the lease specifically prohibits painting in the T-Hangers whether it is a spray can or not, Mr. Thomas said he knew that but, over next door they can use spray paint as long as they store it in a fire-proof approved storage container. Mr. Thomas said that people that are restoring airplanes, they put a primer on it so depending what type of primer it was and you can go down to the car shop and buy it, True Value, ACE Hardware, and buy a self-etching primer. Mr. Arpen said if that was eliminated it will eliminate any maintenance, because if you tear anything apart you have to treat it before you put it back together.

Mr. Arpen asked if the Airpark was going to run a business or was it going to run a fire department business out here. Ms. Lake said it depends on the terms of the lease, number one and the method. Mr. Arpen said there was no one going to come here and try to make a living at it and if there have restrictions on it then no one will want to come in with a business. Mr. Arpen said he agreed that a spray gun was hard to control. Mr. Thomas asked Ivor if they used some kind of spray gun for spray painting his vehicles and replacing them, don't you do touch-up painting on them. Ivor said he does use Arousals. Mr. Thomas said that that is part of doing business.

Mr. Arpen said when you over-haul an engine, every part has to be stripped down and have no preservatives on it what so ever so they can do their stress tests and so forth. Then it has to be treated and if you're going to eliminate that then you will eliminate the shop. Mr. Thomas said he and Mr. Arpen had spent quite a long time with the inspector and he had said he had problem with it at all. Ms. Lake said ok. Mr. Weaver asked if the rules and regulations for every lease or just T-Hangers. Mr. Thomas asked which rules and regulations was He talking about; there are different sets for different things. The one we are talking about is for T-Hangers and Cooperate Hangers lease.

Mr. Weaver said his point was that if the Airpark was trying to get a Paint shop over here that is going to bring in state of the art equipment that could meet all these regulations. There should be a modification made to it that reads they must have the Fire Marshall approval, and must be within the insurance guidelines.

There are tow companies that are interested in leasing that building, one that re-paints aircraft, and one is building aircraft and when they build it it's going to get scratched up and dinged up and they are going to have to do some kind of touch-up paint, before they can sell them.

Mr. Arpen said the paint shop would be a blessing because there will be an area where you can take your aircraft and get it painted or touched-up. Ms. Lake said that we don't have that right now, and as a member of the board she wanted to make sure that were not being placed at further risk due to any illegal activities, and that was her job. Mr. Arpen said he agreed, but that the board needs to have a little common sense too. Ms. Lake said she felt the board had some common sense.

- RACE TEAM

Bob Oehl submitted for the board meeting this afternoon, a flyer to announce the AIR RACE CLASSIC'S celebrating 80 years of women's air racing. Mr. Oehl said that Susan King and Christy Smith had left the airport earlier and on a race across the country as a team for the WASP. They are to start in Denver and go to Liberal, KS, Sweetwater, TX, Lufkin, TX, up to Russellville, AR, Grenada, MS, then to Sparta, TN, then into Jacksonville, IL, Racine, WI, and end in Atlantic, IA. Mr. Thomas said there was an inter-net address that would allow follows to follow their progress and their path and sees their race. [www.airraceclassic.org](http://www.airraceclassic.org) He also had the flyer that had been provided from Bob if anyone was interested in seeing it, it would be made available after the meeting.

- GENERAL DISCUSSION

Mr. Thomas asked if there were anyone who had something to bring to the board, Tony Elmore asked if there had been any progress in getting someone to add to the board that has Aviation experience. Mr. Thomas said the City

Council had approved a new application form and was available and the City was advertising for the positions now, he did not know how soon the City would make a decision, the application deadline is June the 24<sup>th</sup>. In addition, a decision would be made shortly after that. The mayor has contacted several people about putting in their applications in. It was posted in last week's Monitor. Mr. Thomas stated that Mr. Elmore needed to go down to the City Council meetings on Monday and make a presentation to the City Board as to the importance of adding someone with Aviation experience and the impact it would have on the decisions being made for the Airpark. Mr. Thomas stated that the City Board was the appointing authority and made the final decisions as to who are nominated for the Airpark Authority Board. Mr. Elmore stated he has been there, but thought it needed to be discussed at the Airpark Authority Board meeting.

Mr. Thomas acknowledged Mr. Wigham 10 year anniversary and congratulated him on it. Mr. Wigham said one of his employee's had found a deer shot and killed right in the middle of the clear zone and suggested it had been shot with a rifle. Mr. Wigham said he was going to write to the TSA. Mr. Thomas said that the TSA does not cover the Airport and that when an incident like occurs they need to document it and call the Authority office so someone can come out and take pictures of it. Mr. Thomas said there were no Rifles allowed out there and it had been stopped several years ago. Mr. Wigham asked who was in charge of Security of the airport and Mr. Thomas said all Board Members were responsible for the security of the airport. Mr. Thomas said if anyone see's someone with a rifle they need to call them and let them go out and see that it is put a stop to it. Mr. Wigham asked again who would need to be called for security and Mr. Thomas said Bradford County Sherriff's or Clay County Sherriff's or Game & Fish would come out and investigate.

Mr. Thomas asked if there were any more business, any questions, or any concerns at this time and everyone said no. Mr. Thomas said then if no further business were the meeting, was called to adjourn.

MOTION TO ADJOURN BY: Noel Thomas          Second by: Ms. Lake          All: Ayes

MEETING ADJOURNED at 8:35 p.m.

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Noel Thomas, Chairman

Attest

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Secretary