

KEYSTONE AIRPARK AUTHORITY
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MINUTES OF THE BOARD MEETING OF THE KEYSTONE AIRPARK AUTHORITY
Tuesday, October 6, 2009
CONFERENCE ROOM, KEYSTONE AIRPARK

Chairman, Noel Thomas called the board meeting to order at 6:00 p.m.

Prayer was given by Mr. Kirkland followed by the Pledge of Allegiance.

PRESENT: Noel Thomas, Dean Weaver, Glen Harris, Ron Blake, Scott Roberts, David Kirkland,
Karen Nelson, Jim Young, Cindy Ward

ABSENT: Col. Mauzey,

Mr. Thomas reported that the Airport has had a request by the Florida Wildlife Commission to sponsor a Wildlife Officer, who will be stationed in our area for approximately one year. They have asked for a space for the Officer to set-up his trailer/camper, with no rental fees and in exchange he will provide the Airport with security for the time he is here. There was discussion on the possible locations available and on what it would take to set-up the trailer/camper. It was clarified that the Officer will be responsible for costs associated with hooking up to utilities, as required.

There was a motion made to approve the arrangement, as long as the trailer/camper set up was aesthetically acceptable by the Board and that the hook-up requirements can be accommodated.

Motion By: Scott Roberts Seconded by: Glen Harris All Ayes

Mr. Thomas introduced the new Administrative Assistant, Cindy Ward, to the Board. He asked the Board if they wished to make the position full-time as it was previously a full-time position.

A motion was made to make the position full-time again (40 hours per week).

Motion By: Dean Weaver Seconded by: Ron Blake All Ayes

Mr. Thomas explained that we had a problem with the fire pump coming on and staying on. Pipeline was called and had Swanson Pumps come out to find the problem. What was thought to be a pressure leak turned out to be a blocked tube to the pressure valve. The hard water is causing the tube and valve to clog up. Swanson gave a proposal to either provide monthly maintenance to assure this valve stays clear, or to train Mr. Young to inspect and repair this problem if it happens again. They did not provide a cost for the monthly maintenance, but quoted a price of \$500.00 to train our personnel. There was discussion to have these procedures documented once the training is completed for future reference.

A motion was made to have them train Mr. Young and any other personnel that would be qualified to inspect and maintain the valve and tubing for the pressure switch for the quoted price of \$500.00.

Motion By: Dean Weaver Seconded by: David Kirkland All Ayes

Mr. Thomas reported that we had accumulated points on the Airport AT&T Credit card, which could be used to purchase Shirts with the Airport Logo. We had purchased shirts in the past using these points. The points accumulated would purchase approximately 7 or 8 shirts. Mr. Weaver brought up the fact that we have uniform credits with Ascent, the fuel provider through Phillips 66 which might be used to purchase shirts also. Mrs. Ward will research this to report on in the future.

Mr. Thomas stated that there was never a motion made to approve the temporary employees who have been trained on the equipment. These employees would need to be approved before they were allowed to run the Airport equipment. Mr. Young provided a list of people who had been trained and "checked-out" on equipment. They were: Bob Oehl, Johnny Arpen, Terry Harmon and Joe Davis. The equipment they were allowed to use is

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documented by Mr. Young. Mr. Weaver requested that we have a document stating that the Airport equipment was to be used for Airport business only. Mr. Young will take care of the control of equipment use.

Motion was made to approve the four people listed above to operate the equipment that they were instructed on.

Motion By: Scott Roberts Seconded by: Glenn Harris All Ayes

Mr. Thomas reported that the Airport received a letter stating that there was a JPA Supplement adding an additional \$150,000.00 of DOT Funds to F.P.#42323819401. It was discovered that the cover letter on the JPA by DOT did not match the actual attached documentation. The attached documents were for the original \$30,000.00 of funding for this project already approved by the Board. Mr. Thomas will contact DOT to get clarification on this JPA.

Mr. Thomas reported that the Board had posted a special meeting for October 8, 2009 to discuss changes to our Web Site. Mr. Kirkland stated that the meeting would include the planned changes based on discussion at the September 15, 2009 meeting. The purpose was to review the changes to be given to the Web Site Designer, so that he could prepare a draft for Board approval.

Mr. Kirkland asked about the last paragraph of the letter from Pipeline Contractors regarding the pump monitoring alarm. Mr. Thomas stated that we were working on resolving the issue. He reported that AT&T had been out to the Airport today to inspect the areas where conduit would need to be installed or where it already existed to bring phone service to the fire pump building as well as the hangars. AT&T would pull the cables. When the information is complete on requirements and costs, a proposal will be brought to the board.

MEETING ADJOURNED at 6:40 p.m.

Noel Thomas, Chairman

Attest

Scott Roberts, Secretary