

MINUTES OF THE MEETING OF THE KEYSTONE AIRPARK AUTHORITY
7:00 P.M Wednesday March 21, 2007
CONFERENCE ROOM, KEYSTONE AIRPARK

PRESENT: Robert Canady, Dean Weaver, Noel Thomas, Mr. Phillips, Major Cecil Cauley, Glenn Harris, Scott Roberts, Mayor Hildreth and Mr. Gene Lampp

ABSENT: Mr. Bruce Harvin

The prayer was followed by the Pledge of Allegiance.

Chairman Canady called the meeting to order at 7:00 pm.

CONSENT AGENDA:

1. Discussion: Financials were not certified by Draper & Boyd, will be forthcoming. Board considered moving meeting time an additional week from the beginning of the month to give accountant more time to prepare. Board decided to move on that issue. Discussion on the letter from Boyd concerning customizing QuickBooks. Point was also made that Concessions and Pilot supplies needed to be re-distributed on balance sheet. Additionally, line times for Real Estate Taxes and Insurance was suggested. However, line items exist, no balances as of current reporting period. Balance sheet does not reflect zero balance columns. Mr. Thomas was asked to head-up research task force to resolve issues. Mr. Phillips was also asked to assist in this effort. Should be resolved by next week. Additionally, auditor is due to arrive and has offered assistance in customizing balance sheet and P&L. Mr. Phillips requested that numbers be given to each line item for reference purposes. However, Quickbooks does not offer a numbering system for Assets, Liabilities, Equity, or Capital headings, the numbering system only applies to the individual accounts under these headings and those numbers are currently being displayed. Motion by Mr. Thomas to except consent agenda with exception of in-house financials. Major Cauley 2nd, All Ayes.

OLD BUSINESS:

2. **Airpark Engineers' Report:** Mr. Canady discussed the resignation of Mr. Ramdass from Earth Tech. Committee formed to address ITB for bidding future engineering services. Mr. Weaver stated that there are no open projects involving engineering services at this time, however, we need to give 60 day notice of intent to bid.
3. **Fire Suppression System:** Contract has been signed and returned. Pre-construction meeting on March 20th laid out procedures and collected efforts by all parties involved. Moving forward as approved. Discussion on laying conduit and boring, however, irrelevant due to final approval of Fire Marshall to allow generator as main of source electrical supply.
4. **Re-stripping:** Closed
5. **Entrance Sign: (Mr. Thomas):** Thrift contract cancelled. New bids to finish project. Bids will be emailed and board sign-off documented.

6. Wings of Dreams: (Mr. Weaver) Contract paragraphs being clarified. Expected to be final next two weeks.

7. COMMITTEE REPORTS:

- A. Aviation (Weaver):** Aerobatic Contest going as scheduled. Community and churches notified.
- B. Development (Phillips):** No Report
- C. Finances (Weaver):** Federal Appropriation Grant filed March 2, 2007. Mr. Weaver stated that Mr. Lily is no longer working on an airport grant but is focusing on Brown Field issues.
- D. Forestry (Harris):** Mr. Weaver Motion to burn brush piles, Mr. Thomas 2nd, All Ayes.
- E. Legal/Administration (Roberts):** No Report
- F. Recreation (Thomas):** No Report
- G. Chairman's Report (Canady):** Discussed email from City Attorney. Mayor signed off on Airport building plans need not be submitted to City Manager. ROM KAA Self Funding discussed Saving \$160,000.00. Rent for new hangar around \$200.00. Mr. Lampp stated that funds can be diverted as early as Aug. 09/10 from ILS or maintenance hangar projects. Cash flow analysis needs to be accomplished and committee to review would be: Weaver, Cauley and Canady in order to refine numbers prior to next meeting.
- H. North Florida Commerce Center (Roberts):** Mullins must write legal descriptions by next month. Mr. Harris requested that mowing be done around NFCC area and along highway #100.
- I. Airport Operations Procedures (Thomas):** Purchasing manual is with attorney.
- J. Fire & Safety (Weaver):** Motion Mr. Weaver for \$49,000 for well, (Fire Suppression) from Land Sale Funds. Mr. Harris, 2nd. All Ayes.
- K. National Guard (Cauley):** Northcom activity. May, June or July active.
- L. City of Keystone:** No Report
- M. Jim Young:** Redd Team building in good condition. Environmental audit Phase I and Phase II, no substantial contamination.

8. NEW BUSINESS:

- A.** Cost Analysis T-Hangar discussed above
- B.** Martin Simpson: Discussed intent to build 10 unit T-Hangar. Needs letter to identify land parcel. Lease time 20 years not 30. FAA will need to approve land use at 10-16% appraised value. Make sure that there is no need for fire suppression. Should calculate \$1,000,000 re-placement cost. Board had no objections to Mr. Simpson moving forward.
- C.** Jim/Conoco Phillips: Mr. Weaver moved to approve attendance at seminar. Major Cauley 2nd, All Ayes.
- D.** Jaycees/Debbie Willis: Ms. Willis requested electric and water access. Mr. Canady suggested Sportsmen's Club better suited for "Haunted Trail". Matter was taken under consideration.

3/21/07

9. New Meeting Date: April 25, 2007

General Discussion:

Mr. Harp suggested that we use the generator as source of electrical for fire suppression. Matter will be looked into. Mr. Harp also indicated that there will be two separate fly-ins on June 9th and 10th.

Having no further business to discuss, the meeting adjourned at 9:03 p.m.

Robert Canady, Chairman

Attest

Dottie Baker, Office Manager