

June 18, 2008

KAA regular meeting 7:00

Present: Mr. Canady, Mr. Weaver, Col. Mauzey (Adsent), Mr. Thomas, Mr. Harris, Ms. Lake, Mr. Johnson, Mr. Ramdass, Mr. Luster and Mr. Venables.

Consent agenda: Motion by Mr. Weaver to accept consent agenda and financials and Mr. Thomas 2nd, All Ayes.

Ms. Lake asked for a discussion on the dead lines for the Agenda and back-up information. Ms. Lake stressed the need to have all the information the same as the City. Delays due to financials and one administrative support. Mr. Canady suggested doing something to create a better time table. Ms. Baker suggested out sourcing transcripts for increased times available. Mr. Canady suggested to move that issue forward. Ms. Baker stated that all accounts are downloaded and balanced before the statements even arriving for delivery to the accountant. Ms. Baker summarized the time involved in daily work load. Mr. Canady summarized efforts to stream-line workload.

Mr. Canady offered Mr. Wise as a expert to explain financials to the board for a better understanding. Mr. Canady stated that the current financials do not provide to the board what they need. Mr. Canady again recommended a meeting with the accountant. Ms. Lake suggested that the finance chair go back to the accountant. Mr. Weaver stated that the auditor and the bookkeeper does not match. Motion by Mr. Weaver to have finance chair handle the issues. Issue will be addressed on July 2nd.

Alcohol ordinance: Tabled again by Mr. Canady until next month.
Motion by Mr. Weaver, Mr. Thomas 2nd, All Ayes.

Committee Reorganization: Mr. Canady offered to the board for review of the packet.
Instructed members to review and be prepared to vote next month

City Council meeting for July 1st, appointment of new board may not occur per Mr. Venables. Board will provide recommendations. Mr. Venables requested per the City Council as many Airport members attend as possible. Mr. Canady requested that the City Council make their appointment on the 1st. Election of officers recommendation of July 9, 2008 at 6:00pm. Mr. Weaver made the statement that we can not sign checks right now.

Zoning meeting cancelled on 6/19. Mr. Weaver will deal with an issue of a letter from the County Attorney and the City attorney. Zoning will be handled by inter-local agreements.

Insurance, Ms. Lake: Ms. Lake deferred to Mr. Venables. Mr. Venables reviewed the "Errors and Omissions" coverage and that there is no charge by the city for that policy that the Airport holds separate and apart from the City. Ms. Baker offered that the issue is the General Liability policy that excludes the airport operations. Mr. Canady addressed the issue of Mr. Venables deciding to have the newly acquired vehicles be covered under the City policy. Ms. Lake was requested again to review tenants' insurance status. Mr. Weaver objected to Ms. Lake doing the work. Mr. Canady indicated that Ms. Baker had accomplished much of the preliminary and that the need was to have someone on the board be familiar with the issues. Mr. Canady decided to hold the issue until July 2nd. Ms. Lake suggested that she handle some of the issues. Mr. Venables stated that Ms. Annette indicated that there was no exclusion for General Liability. Mr. Weaver stated that the Airport has a 2million dollar policy to cover fuel spillage and then another 2million dollar policy that covers fuel sales and additional a 50million dollar policy on top of that. Third liability policy to cover should Mr. Weaver fall; Ms. Baker stating that that would be general liability for airport operations. Ms. Baker suggested that Ms. Lake and her review all policies and then someone could take that back to the City and find out exactly what the Airport is being double charged for.

Banking issues: Mr. Canady expressed his concern for this item not being followed up on. Page 46 was referred to. Mr. Canady is looking for a letter from the Banks as to their commitment for \$700,000. Ms. Lake, Mr. Thomas and Mr. Weaver were set as the committee.

Standard Operations Procedures: Ms. Baker offered that the procedures be adopted. Mr. Weaver had a problem with page 36. Flight training 2a, should be eliminated. Mr. Luster mentioned that there should not be any sub-leasing due to competition with the airport. Background checks should be done on large hangar leases. Mr. Weaver asked that the packet be tabled until the next meeting. Mr. Thomas was requested to submit Mr. Luster's concerns to Jim Taylor by the next regularly scheduled meeting.

Email procedures – Ms. Baker briefed board on the procedure. Requesting for ability to stream lining efforts. Mr. Johnson requested to send all emails to Mr. Venables. Mr. Weaver suggested that everyone receive all the emails.

Ms. Baker asked for a formal procedure for filing grievances. Mr. Canady asked that employee grievances be submitted to the board. The new structure will allow the Vice-Chairman to handle all grievances. Mr. Weaver offered to submit via email procedures for grievances and clean air act.

Ms. Baker presented status of projects needing attention. Ms. Lake submitted that the Board pick up the projects. Mr. Canady suggested that the priority situation needs to be approved by Mr. Weaver, Mr. Canady and Mr. Thomas. Discussion on whether the projects should be out-sourced. Mr. Canady is concerned about cash flow. Fed Excise recovery project, DOF grant and Clay Co. Advertisement Grant. Mr. Harris will review the DOF and make recommendations.

Posting Meetings – Ms. Baker briefed board on procedures for posting meetings. Ms. Baker requested any other recommendations from the Board. Ms. Lake pointed out that the procedures in her opinion may not be above board. Ms. Lake acknowledged that her filter at work filtered some of her emails as spam. Ms. Baker was asked to call board members on special meetings. Ms. Baker asked that the board respond timely to administrative requests.

Mr. Weaver suggested that the new board members have grant writing as a skills. Mr. Weaver asked that high priority items be tagged.

Engineering – Don Ramdass – Hangar development, Fire suppression, Camp Blanding Road and Commerce Road projects are still going fine. St. Johns Water Management are finishing their review and will be forwarding permits. Ms. Lake asked for three copies of the Hangar Designs. Mr. Weaver noted on page C-5 that sanitary manhole is being worked on. Mr. Ramdass committed to corrected copies. Camp Blanding Road – Summerfield (Water management) did not have any issues. Drainage will be needed on Camp Blanding Road with culverts. Ms. Baker asked the question for cost overage and Mr. Weaver and Mr. Ramdass replied with \$80,000 over grant funding should the culverts be required. Mr. Ramdass stated that the total project should come in around \$450,000.00. Mr. Canady requested that Mr. Thomas and Mr. Ramdass review the total project and costs. Mr. Canady asked that the projects be re-visited. Mr. Ramdass went on to stipulate the project estimates for the Commerce Road. Mr. Thomas offered that the total project cost for the Commerce Road has come in at \$236,340.00. Mr. Luster added that the invoicing does not match with quantities and costs on DRMP's invoice. Mr. Ramdass gave history of overall designing of the Commerce Road. Mr. Canady stated that no shifting of monies within the grant will be allowed. Discussions continued on comparisons. Mr. Canady gave the issue thirty days to be resolved. Ms. Baker offered grant application for the CCBGD, (Clay County Business Development Grant). Mr. Canady asked Mr. Ramdass if we were still on target. Mr. Ramdass conveyed that the bidding is on target for July and that completion should be done in December and there is no slippage.

Mr. Canady requested that the budget be a zero base line. Sunshine laws: Mr. Canady requested that if there are any conflicts with the board to please bring it to the board not the newspaper. Mr. Canady voiced his concern about the public remarks being made in the light of trying to keep the grant secure. Mr.

Canady requested commitment from all board members to bring the issues to the board. Mr. Canady indicated that the time spent should be used to produce action.

Timber Status: Mr. Harris delivered bidding items to be sent out and advertising. Project begins in July and runs through February. Continued discussions on cutting dead trees.

Hale and Farewell, please to come.

ERS- July busy month.

Sportsmens' Club: Working on the lease. Property boundaries discussed.

Jaycee's Renewal: Motion by Mr. Weaver to accept the new lease consistent with the same agreements with lake being barricaded. 2nd Mr. Thomas, All Ayes.

Having no further business to attend, meeting adjourned pm.

Robert Canady, Chairman

Attest

Dottie Baker, Office Manager