

**AGENDA**  
**KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD**  
**MONDAY, JANUARY 11, 2010, 3:30 p.m.**  
**AIRPORT TERMINAL CONFERENCE ROOM**  
**1877 AIRPORT LOOP ROAD, KERRVILLE, TEXAS**

**CALL TO ORDER**

**1. VISITORS FORUM:**

At this time, any person with business not scheduled on the agenda may speak to the airport board. No deliberation or action can be taken on these items because the Open Meetings Act requires an item be posted on an agenda 72 hours before the meeting. Visitors are asked to limit presentations to three minutes.

**2. CONSIDERATION AND POSSIBLE ACTION:**

2A. Approve the minutes of the December 14, 2009 Airport Board meeting. Pg. 1

2B. Monthly Financials (Jennifer Yarbrough) Pg. 3

2C. Lionel Fram Memorial (Jim Bethel)

2D. Kerrville Airport Sign (Peter Lewis)

2E. Water Line Design (Scott Wetzel)

2F. FBI Shooting Range (Tom Moser)

2G. Strategic Plan Review – Leases (Tom Moser)

**3. INFORMATION AND DISCUSSION:**

3A. Phase II Construction Update

3B. New Tenants – Adonai Aviation

3C. Master Plan Update

**4. EXECUTIVE SESSION:**

The Kerrville-Kerr County Joint Airport Board reserves the right to discuss any of the above items in executive closed session if they meet the qualifications in Sections 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.075, 551.076 (deliberation regarding security devices) or 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas.

**5. ADJOURNMENT**

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The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-257-8000 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the City Hall of the City of Kerrville, Texas, and said notice was posted on the following date and time: \_\_\_\_\_ at \_\_\_\_\_ and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

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Deputy City Secretary, City of Kerrville, Texas

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### **KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MINUTES A REGULAR MEETING**

**KERRVILLE, TEXAS OF  
DECEMBER 14, 2009**

On Monday, December 14, 2009, a regular meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 3:35 p.m. by Stephen King, President, at the Airport Terminal, Louis Schreiner Field, Kerrville, Texas.

#### **Members Present:**

Stephen W. King, President  
Fred Vogt, Vice President  
Mark Cowden  
Tom Moser  
Corey Walters

#### **Airport Board Staff Present:**

Bruce McKenzie, Airport Manager

#### **City Staff Present:**

Kim Meismer, Director of General Operations  
Jennifer Yarbrough, Budget Analyst  
Dorothy Miller, Executive Secretary

#### **Visitors:**

County Commissioner Bill Williams  
Jim Bethel

### **CALL TO ORDER**

#### **1. VISITORS FORUM:**

Mr. Bethel requested the board consider posting a picture of the Airport Manger with name and telephone number and pictures of members of the Airport Board. Mr. Bethel also asked the board to consider a bronze memorial plaque for Lionel Fram, a highly experienced pilot with more than 30,000 hours in the air, an instructor and corporate pilot for several planes out of Kerrville, and a fixture at the airport who recently passed away. Mr. King stated the board has already discussed a memorial for Mr. Fram, which will be placed on the January agenda for approval.

#### **2. CONSIDERATION AND POSSIBLE ACTION:**

- 2A. Approve the minutes of the October 12, 2009 Airport Board Executive Session  
Mr. Vogt moved to approve the minutes of October 12, 2009 as presented; motion was seconded by Mr. Moser and passed 4-0. Mr. Walters abstained from voting.
- 2B. Approve the minutes of the November 9, 2009 Airport Board meeting  
Mr. Moser moved to approve the minutes of November 9, 2009 as presented; motion was seconded by Mr. Vogt and passed 5-0.
- 2C. Monthly Financials (Jennifer Yarbrough)  
Mrs. Yarbrough presented the airport financials ending November 30, 2009. Total assets were \$341,990, total liabilities were \$80,303 and fund balances were \$45,675, leaving an available cash balance at the end of November of \$216,012. Cash balance as of November 1, 2009 was \$246,024 with revenues totaling \$70,693, expenditures totaling \$49,449 and three reserve fund balances totaling \$51,256. Mrs. Yarbrough stated the light and power expenditure (account 302) was corrected from last month's financials. Mr. Moser questioned account 001, salaries and wages. Mrs. Yarbrough stated employee pay comes from transfers from account 334-01, Reimburse County – Employee Contribution. Mrs. Yarbrough reviewed the CIP fund. Cash balance on November 30, 2009 was \$516,844, with an

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unallocated cash balance of \$182,219. Mr. Cowden moved to accept the financials as presented; motion was seconded by Mr. Vogt and passed 5-0.

- 2D. **Fire Water Flow Enhancement (Stephen King)**  
Mr. King reported on items 2D and 2E simultaneously. Mr. King and Mr. Walters met with city council, city staff including Kevin Coleman, Director of Development Services, and BWR regarding fire flow. The direction of the meeting was to review what BWR had completed on the design, to review funding, and to review needs assessment. Mr. McKenzie stated BWR indicated they should have the plans for the new water line completed in early January 2010. Mr. King discussed ways water flow can be constructed and the advantage of running a loop. Mr. Walters discussed what can be accommodated with 1,500 GPM (gallons per minute). With 1,500 GPM and a fire sprinkler system, t-hangars can be as large as needed. Mr. McKenzie stated 99 t-hangars can be built with fire walls every 5,900 feet. Restrictions are imposed by the city fire marshal. Commissioner Williams stated he believed the board can ask the city attorney to opt out of certain restrictions.
- 2E. **Building Restrictions Related to Fire Fighting Water (Bruce McKenzie)**  
Discussed under item 2D.
- 2F. **Airport Entrance Sign (Bruce McKenzie)**  
Mr. McKenzie stated he met with architect Peter Lewis. A quote for the entrance sign was distributed to board members. The estimated cost: is \$27,500. This estimate assumes that the city and county will do the dirt work. Mr. Lewis is going to submit a sketch of the sign before the board approves moving forward.
- 2G. **Strategic Planning Progress Overview (Fred Vogt)**  
For the benefit of new board member Corey Walters, Mr. Vogt gave a brief overall review of the strategic plan. Mr. Vogt stated the board is currently working on zoning and met with Mike Hayes, City Attorney, and Elsa Bailey, County Attorney and said Mrs. Bailey and Mr. Hayes are working together to answer zoning questions. Next month's item review will be leases of all tenants to be presented by Mr. Moser.
- 2H. **T-Hangar Design Process (Stephen King)**  
Mr. McKenzie stated the Texas Transportation Commission meets this week to finalize the airport's \$175,000 grant. In January, the next phase will begin with RFQs (Request for Qualifications) and the board will choose a group to complete the airport's master plan. The t-hangar design process will be included in the master plan.
- 3. INFORMATION AND DISCUSSION:**
- 3A. **Phase II Construction**  
Mr. McKenzie reported the reconstruction of the Airport Loop continues to progress on schedule despite several days of inclement weather. According to the contractor, more than 50,000 cubic yards of overburden will be excavated between now and Christmas Day. A concrete line ditch is also in progress.
- 5. ADJOURNMENT**  
Mr. Moser moved to adjourn the meeting; motion was seconded by Mr. Vogt and passed 5-0. Meeting adjourned at 4:52 p.m.

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Stephen King, President

\_\_\_\_\_  
Dorothy Miller, Recording Secretary

**Airport Financials  
Balance Sheet  
For Period Ending December 31, 2009**

|  |                   |
|--|-------------------|
| <b>Assets</b>                                  |                   |
| Cash and cash equivalents                      | 328,191.94        |
| Land Leases Receivable                         | 51,875.36         |
| T-Hangar Lease Receivable                      | 5,150.00          |
| Terminal Lease Receivable                      | 6,481.81          |
| Storage Lease Receivable                       | <u>0.00</u>       |
| <b>Total Assets</b>                            | <b>391,699.11</b> |
| <b>Liabilities and Fund Balances</b>           |                   |
| Accounts Payable Pending                       | 387.92            |
| Terminal Deposits                              | 1,400.00          |
| T-Hangar Deposits                              | 2,400.00          |
| Storage Deposits                               | 100.00            |
| Deferred Revenue - Leases                      | 51,846.18         |
| Deferred Revenue - T-Hangars                   | (550.00)          |
| Deferred Revenue - Terminal                    | 6,098.84          |
| Deferred T-Hangar Storage                      | <u>2,850.00</u>   |
| <b>Total Liabilities</b>                       | <b>64,532.94</b>  |
| <b>Fund Balances</b>                           |                   |
| Reserved for:                                  |                   |
| Airport Manager Severance                      | 43,182            |
| Capital Replacement Reserve                    | <u>2,493</u>      |
| <b>Total Fund Balances</b>                     | <b>45,675.00</b>  |
| <b>Total Liabilities and Fund Balances</b>     | <b>110,207.94</b> |
| <b>Available Cash Balance as of 12/31/2009</b> | <b>281,491.17</b> |

**CITY OF KERRVILLE  
AIRPORT FINANCIALS  
For Period Ending December 31, 2009**

|  |                 |                   |
|--|-----------------|-------------------|
| <b>Cash Balance as of 12/1/2009</b>            |                 | <b>\$ 275,410</b> |
| <b>Revenues:</b>                               |                 |                   |
| Intergovernmental Revenue                      | 64,995          |                   |
| T-H: Interest and Miscellaneous                | 31,629          |                   |
|  | 96,624          | <b>96,624</b>     |
| <b>Expenses:</b>                               |                 |                   |
| Personnel                                      | 790             |                   |
| Supplies                                       | 984             |                   |
| Maintenance                                    | 4,253           |                   |
| Services                                       | 32,025          |                   |
| Other Expenses                                 | 231             |                   |
| Transfers Out                                  | 4,167           |                   |
| Terminal Expenses                              | 1,391           |                   |
| <b>Total Expenses</b>                          | <b>(43,842)</b> | <b>(43,842)</b>   |
| <b>End Deferred T-Hangar Storage</b>           |                 | <b>328,192</b>    |
| <b>Reserve Fund Balances</b>                   |                 |                   |
| Airport Manager Severance                      | 43,182          |                   |
| Capital Replacement Reserve                    | 2,493           |                   |
| Other Liabilities                              | 1,026           |                   |
| <b>Total Reserve Fund Balance</b>              | <b>(46,701)</b> | <b>(46,701)</b>   |
| <b>Available Cash Balance as of 12/31/2009</b> |                 | <b>281,491</b>    |

