

AGENDA  
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD  
Monday, January 12, 2009, 1:00 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. Review the November 2008 financials. (Jennifer Yarbrough)

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2B. Possible change of the regular monthly board meeting dates and times. (Roger Bobertz)

2C. Consider fire flow requirement solutions. (Charlie Hastings)

2D. Consider workshop regarding vision/mission statement for the airport and schedule a date and time for the workshop. (Fred Vogt)

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2E. Consider possible airport board resolution to designate the airport website, [www.kerrvilleairport.com](http://www.kerrvilleairport.com), as the official site for the airport code. (Roger Bobertz)

2F. Airport Board financial policies. (Roger Bobertz)

**3. INFORMATION AND DISCUSSION:**

3A. Air-Evac ground breaking ceremony on January 20, 2009.

3B. Drainage/Taxiway project update.

3C. TxDOT Aviation Conference May 11, 12, and 13, 2009 in Austin, Texas.

3D. Airport Maintenance and Service Contract beyond FY 2009.

3E. Power Point presentations to be given to the Kerrville Chamber Board of Directors and Kerrville City Council on January, 13, 2009.

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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:  
January 8, 2008 at 3:15pm and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Howie Spivey  
City Secretary, City of Kerrville, Texas

Deputy

**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. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.**

**6. ADJOURNMENT**

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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:  
January 3, 2008 at 3:15pm and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Heather Spivey  
City Secretary, City of Kerrville, Texas

Deputy

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: NOVEMBER 30TH, 2008

47 -AIRPORT FUND  
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
<u>INTERGOVERNMENTAL REVENUE</u>					
47-6306 TXDOT-REIMBURSEMENT	0.00	1,832.99	1,832.99	0.00	( 1,832.99)
47-6322 KERR COUNTY - PROJECT MATCH	25,000.00	0.00	2,083.33	8.33	22,916.67
47-6347 KERR COUNTY - MGT CONTRACT	162,000.00	0.00	12,660.46	7.82	149,339.54
47-6361 CITY - PROJECT MATCH	25,000.00	2,083.33	4,166.66	16.67	20,833.34
47-6362 CITY - MANAGEMENT CONTRACT	<u>162,000.00</u>	<u>13,500.00</u>	<u>27,000.00</u>	<u>16.67</u>	<u>135,000.00</u>
TOTAL INTERGOVERNMENTAL R	374,000.00	17,416.32	47,743.44	12.77	326,256.56
<u>INTEREST AND MISCELLANEOU</u>					
47-6901 LEASES	128,050.00	14,255.59	15,169.19	11.85	112,880.81
47-6902 FUEL FLOW FEES	36,000.00	3,609.18	6,349.95	17.64	29,650.05
47-6903 TERMINAL LEASE	13,145.00	933.03	2,013.60	15.32	11,131.40
47-6904 T-HANGAR LEASE	44,000.00	7,200.00	9,750.00	22.16	34,250.00
47-6905 VEHICLE RENT-SURCHARGE	3,500.00	461.03	791.93	22.63	2,708.07
47-6906 STORAGE RENTAL	1,300.00	0.00	0.00	0.00	1,300.00
47-6908 DAILY RENT T- HANGAR	0.00	0.00	0.00	0.00	0.00
47-6911 INTEREST REVENUE	7,000.00	417.93	808.08	11.54	6,191.92
47-6989 MISCELLANEOUS REVENUE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INTEREST AND MISCEL	232,995.00	26,876.76	34,882.75	14.97	198,112.25
<u>TRANSFERS IN</u>					
47-7001 TRANSFER - GENERAL	0.00	0.00	0.00	0.00	0.00
47-7040 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
47-7070 TRANSFER IN	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
*** TOTAL REVENUES ***	606,995.00	44,293.08	82,626.19	13.61	524,368.81

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: NOVEMBER 30TH, 2008

47 -AIRPORT FUND  
00-NON-DEPARTMENTAL  
DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE	
<u>PERSONNEL</u>						
47-800-001	SALARIES AND WAGES	0.00	0.00	0.00	0.00	
47-800-002	OVERTIME	0.00	0.00	0.00	0.00	
47-800-003	TEMPORARY EMPLOYEE	0.00	0.00	0.00	0.00	
47-800-004	LONGIVITY	0.00	0.00	0.00	0.00	
47-800-005	SOCIAL SECURITY	0.00	0.00	0.00	0.00	
47-800-006	RETIREMENT	0.00	0.00	0.00	0.00	
47-800-007	GROUP INSURANCE	0.00	0.00	0.00	0.00	
47-800-008	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	
47-800-010	PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	
47-800-011	LOCAL MEETING EXPENSE	0.00	0.00	0.00	0.00	
	TOTAL PERSONNEL	0.00	0.00	0.00	0.00	
<u>SUPPLIES</u>						
47-800-101	OFFICE SUPPLIES	1,540.00	923.08	960.07	62.34	579.93
47-800-102	SMALL TOOLS AND EQUIPMENT	700.00	0.00	0.00	0.00	700.00
47-800-103	CHEMICAL AND MEDICAL SUPP	4,000.00	26.38	26.38	0.66	3,973.62
47-800-104	FUEL AND OIL SUPPLIES	0.00	42.62	42.62	0.00	( 42.62)
47-800-105	FOOD SUPPLIES	400.00	( 292.36)	( 292.36)	73.09-	692.36
47-800-106	JANITORIAL SUPPLIES	800.00	206.10	206.10	25.76	593.90
47-800-110	POSTAGE/UPS/FED-EX	750.00	14.24	54.23	7.23	695.77
47-800-111	COMPUTER UPGRADE	0.00	0.00	0.00	0.00	0.00
47-800-112	COMPUTER SOFTWARE PURCHAS	0.00	0.00	0.00	0.00	0.00
47-800-132	SOD, SEED, PLANTING	0.00	0.00	0.00	0.00	0.00
	TOTAL SUPPLIES	8,190.00	920.06	997.04	12.17	7,192.96
<u>MAINTENANCE</u>						
47-800-201	LAND	45,500.00	0.00	0.00	0.00	45,500.00
47-800-202	BUILDINGS AND STRUCTURES	34,000.00	165.68	582.93	1.71	33,417.07
47-800-203	MAINTENANCE - CITY GARAGE	0.00	0.00	0.00	0.00	0.00
47-800-205	OFFICE EQUIPMENT	1,680.00	137.20	137.20	8.17	1,542.80
47-800-206	INSTRUMENTS AND APPARATUS	16,600.00	0.00	0.00	0.00	16,600.00
47-800-207	STREETS	0.00	0.00	0.00	0.00	0.00
47-800-208	TRAFFIC CONTROL DEVICES	100.00	0.00	370.50	370.50	( 270.50)
47-800-209	TAXIWAYS/RUNWAYS	0.00	0.00	0.00	0.00	0.00
47-800-212	REPAIRS-NOT CITY GARAGE	0.00	94.29	250.40	0.00	( 250.40)
47-800-214	RAMP GRANT MATCH	0.00	0.00	0.00	0.00	0.00
	TOTAL MAINTENANCE	97,880.00	397.17	1,341.03	1.37	96,538.97
<u>SERVICES</u>						
47-800-301	PHONE SERVICE	1,068.00	0.00	0.00	0.00	1,068.00
47-800-302	LIGHT AND POWER	9,500.00	677.52	677.52	7.13	8,822.48
47-800-303	NATURAL GAS	0.00	0.00	0.00	0.00	0.00
47-800-304	WATER & SEWER	750.00	43.06	43.06	5.74	706.94
47-800-305	LEGAL SERVICE	0.00	0.00	0.00	0.00	0.00
47-800-306	SPECIAL SERVICES	30,000.00	0.00	2,024.61	6.75	27,975.39
47-800-307	INSURANCE	12,000.00	0.00	0.00	0.00	12,000.00
47-800-311	NETWORK SERVICES	1,300.00	0.00	0.00	0.00	1,300.00

CITY OF KERRVILLE  
 FINANCIAL STATEMENT  
 AS OF: NOVEMBER 30TH, 2008

47 -AIRPORT FUND  
 00-NON-DEPARTMENTAL  
 DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
47-800-313 HIRE OF EQUIPMENT	3,100.00	0.00	0.00	0.00	3,100.00
47-800-316 ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00
47-800-347 MANAGEMENT CONTRACT	353,851.35	20,916.66	41,833.32	11.82	312,018.03
47-800-347-01 REIMBURSE COUNTY - EMP CO	0.00	15,190.84	22,785.93	0.00	( 22,785.93)
47-800-348 OUTSOURCED SERVICES	0.00	0.00	0.00	0.00	0.00
47-800-350 CONTINGENCY-OUTSOURCED SE	0.00	0.00	0.00	0.00	0.00
TOTAL SERVICES	412,569.35	36,828.08	67,364.44	16.33	345,204.91
<u>OTHER EXPENSES</u>					
47-800-401 CERITIFICATES, AWARDS, ETC	0.00	0.00	0.00	0.00	0.00
47-800-402 DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00
47-800-405 OTHER CHARGES	4,800.00	0.00	325.00	6.77	4,475.00
47-800-410 CONTINGENCY	15,000.00	0.00	0.00	0.00	15,000.00
47-800-430 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
47-800-435 OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	19,800.00	0.00	325.00	1.64	19,475.00
<u>CAPITAL OUTLAY</u>					
47-800-501 LAND	0.00	0.00	0.00	0.00	0.00
47-800-502 BUILDINGS AND STRUCTURES	0.00	0.00	0.00	0.00	0.00
47-800-503 MOTOR VEHICLE	0.00	0.00	0.00	0.00	0.00
47-800-505 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
47-800-506 INSTRUMENTS AND APPARATUS	0.00	0.00	0.00	0.00	0.00
47-800-508 TRAFFIC CONTROL DEVICES	0.00	0.00	0.00	0.00	0.00
47-800-510 WATER SYSTEM IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
47-800-513 GRANT MATCH	0.00	0.00	0.00	0.00	0.00
47-800-514 DRAINAGE IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
47-800-515 GRANT MATCH T-HANGAR 2001	0.00	0.00	0.00	0.00	0.00
47-800-516 TXDOT REIMBURSE 2000-2001	0.00	0.00	0.00	0.00	0.00
47-800-517 CITY T-HANGAR 2001	0.00	0.00	0.00	0.00	0.00
47-800-518 KERR COUNTY T-HANGAR 2001	0.00	0.00	0.00	0.00	0.00
47-800-519 GRANT MATCH LIGHTING IMPR	0.00	0.00	0.00	0.00	0.00
47-800-520 TXDOT REIMBURSEMENT LIGHT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERS OUT</u>					
47-800-901 TRANSFER - GENERAL	0.00	0.00	0.00	0.00	0.00
47-800-902 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-928 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-940 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-942 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-970 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-974 TRANSFER OUT - AIRPORT CA	50,000.00	4,166.67	8,333.34	16.67	41,666.66
47-800-975 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-990 TRANSFER - INSURANCE	350.00	29.17	58.34	16.67	291.66
TOTAL TRANSFERS OUT	50,350.00	4,195.84	8,391.68	16.67	41,958.32
TOTAL 00-NON-DEPARTMENTAL	588,789.35	42,341.15	78,419.19	13.32	510,370.16

CITY OF KERRVILLE  
 FINANCIAL STATEMENT  
 AS OF: NOVEMBER 30TH, 2008

47 -AIRPORT FUND  
 01-TERMINAL  
 DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
<u>SUPPLIES</u>					
47-801-118 SIGN MATERIALS AND SUPPLI	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
<u>SERVICES</u>					
47-801-301 PHONE SERVICE	900.00	33.75	63.04	7.00	836.96
47-801-302 LIGHT & POWER	9,600.00	975.53	975.53	10.16	8,624.47
47-801-303 PROPANE GAS	7,200.00	0.00	390.00	5.42	6,810.00
47-801-304 WATER & SEWER	1,800.00	1,706.32	1,706.32	94.80	93.68
TOTAL SERVICES	19,500.00	2,715.60	3,134.89	16.08	16,365.11
TOTAL 01-TERMINAL	19,500.00	2,715.60	3,134.89	16.08	16,365.11
*** TOTAL EXPENSES ***	608,289.35	45,056.75	81,554.08	13.41	526,735.27

On December 8, 2008 the Kerrville-Kerr County Joint Airport Board Monthly Meeting included a planning discussion facilitated by Eldon Sheffer. Provided below are notes from the discussion (modified)

1. Purpose of the Kerrville-Kerr County Airport

- a. Provide a "Gateway" and "Front Door" for air traffic to the Kerrville, Kerr County, and the Texas Hill Country.
- b. The airport is the "off ramp" from the "highways in the sky" for aviation users to enter our community and businesses.
- c. Facilitate and improve the capability of local businesses that use aviation for business transactions.
- d. Provide a safe and efficient facility for privately owned aircraft, corporate aircraft, air service and flight training businesses, emergency air service providers, non-scheduled commercial air, governmental aircraft, aircraft manufacturing and aircraft service and maintenance industries.
- e. Make Kerr County more attractive to new business ventures by providing a close by aviation transportation mode.

2. Who are the Kerrville-Kerr County Airport Stakeholders?

- a. Neighbors
- b. Citizens of the City of Kerrville
- c. Kerr County citizens
- d. Federal Aviation Administration
- e. Texas Department of Transportation, Aviation Division
- f. Tenants
- g. Passengers / Users

- h. Taxpayers, local and national
  - i. Mooney Aircraft Corporation
  - j. Kerrville-Kerr County Airport Employees
  - k. Vendors
3. What are the responsibilities of Kerrville-Kerr County Airport toward the stakeholders?
- a. Provide a safe, efficient, well maintained facility
  - b. Manage with fiscal responsibility
  - c. Meet their needs
  - d. Consider environmental impacts
4. What is the Mission of the Kerrville-Kerr County Joint Airport Board
- a. To accomplish our responsibilities from number 3 above.
  - b. To be ethical and responsible
  - c. To manage with integrity
  - d. To consider the taxpayer impact and opinions
5. Values of Kerrville-Kerr County Joint Airport Board
- a. Safety
  - b. Communications
  - c. Integrity
  - d. Efficiency
  - e. Competence
  - f. Consistency
  - g. Fiscal Responsibility

h. Continuous Improvement

6. Kerrville-Kerr County Joint Airport Board Vision

- a. To be the best General Aviation airport in this region.
- b. Provide an excellent General Aviation facility.
- c. To be the airport that aircraft owners choose to use.
- d. Not to be a scheduled commercial air facility.
- e. Maintain our current facility use as shown in our Master Plan.
- f. Wisely use our assets including land and infrastructure.
- g. Provide additional hangars space sufficient to meet needs of users.
- h. For the airport to be recognized as a valuable asset by all of our stakeholders.

7. Products and Services of Kerrville-Kerr County Airport

- a. Runway use
- b. Taxiway use
- c. Hangar space
- d. Terminal facilities use
- e. Fuel
- f. Rental cars
- g. Navigation aids
- h. Maintenance services
- i. Weather services
- j. Lighting
- k. Fencing

l. Catering

m. Animal control

8. Goals for the Kerrville-Kerr County Airport

- a. Increase the number of aircraft based here by 2015 by aircraft type classification.
- b. Maintain our existing runways in appropriate condition with no expansion.
- c. Make continued progress towards having annual operating expenses covered by annual operating revenue by 2020.
- d. Increase Fuel sales and rental of facilities of X by time Y

Next steps:

1. Second meeting with Eldon Sheffer, after our 9 Feb Board mtg. Not during a scheduled Airport Board Meeting.
2. Have some of our stakeholders (especially Council & Commissioner Court liaison members) and Board members meet to develop *Mission Statement* and related *Goals & Objectives*. Not during regular Airport Board meeting

## How to Write a Mission Statement

Forming a mission statement forces you to question yourself and the company, and formulate a vision of what your business is or will become. It whittles an organization's purpose down to its very essence, its heart and soul. This can be a powerful way to launch or to rejuvenate the organization and make sure it stays on track.

1. Brainstorm. Ask every member of the organization to answer the following questions, listing any words, phrases or ideas that come to mind without criticizing or commenting at this level:

- \* What are the opportunities or needs that we exist to address? - This defines the purpose of the organization.

- \* What are we doing to address those needs? - This defines the business activity.

- \* What principles or beliefs guide our work? - This defines the core values to guide decisions.

2. Consolidate. Look for patterns in their answers. Don't edit, just study and observe. You want to pick out phrases and words that speak to many different people in the organization, and figure out when people are saying the same thing in different ways (e.g. "finding creative solutions", "being innovative", "thinking outside the box" are all similar ways to say the same thing) and begin to think about ultimately choosing one such expression.

3. Set aside several hours or a full day to work on the statement. Get the people together who'll be working on it with you, and make sure that they can commit to the purpose of the meeting. Bring refreshments, notes from the previous steps, paper and pencils. You might need to explain to them what a mission statement is, and why it's important. You may also need to remind them that a mission statement is built through collaboration and consensus, and it hinges on everyone being as happy with it as possible, not just gaining the leader's approval.

4. Pull it together. One way to approach a mission statement is by filling in the blanks: The mission of (Organization Name) is to (verb) the (population served) of (location) through (core services).

\* Remember that a mission statement should be timeless; it should be just as applicable 5 years from now as it is today.

\* Write up several possible statements and then combine them by using elements out of them to allow different people and groups to feel involved.

\* The mission statement includes an introductory clause and clear expressions of the services, different products or aspects of the company or organization.

\* Mission statements often seem impossible to achieve. Create something that is possible, but not too easy or too idealist.

\* Avoid a generic mission statement that any business could have, such as, "To put the customer first and provide an excellent service". Which company doesn't intend to put the customer first and provide an excellent service?

5. Polish it up. You'll probably go through several drafts, but eventually, what you want is a statement that's short and engaging enough that anyone connected to the organization feels comfortable repeating it. Consider the following examples:

\* Dell: "Dell's mission is to be the most successful computer company in the world at delivering the best customer experience in markets we serve." [5]

\* March of Dimes: "Our mission is to improve the health of babies by preventing birth defects, premature birth, and infant mortality. We carry out this mission through research, community services, education and advocacy to save babies' lives. March of Dimes researchers, volunteers, educators, outreach workers and advocates work together to give all babies a fighting chance against the threats to their health: prematurity, birth defects, low birthweight."

\* Canon Photocopiers around 2000 had the direct but effective internal mission statement of "Kill Xerox" which summed up in two words the whole reason why they(Canon photocopiers) were in that business.

6. Spread the word. Distribute copies of the mission statement. Put it in clear view of both customers and employees. Add it to your website and brochures. Whenever you have a meeting to review how the organization is doing, use your mission statement as one measuring stick. Ask yourself: How well are we living up to our mission?

#### Tips

\* Everyone involved with your organization should have some opportunity to make an input into the mission statement.

\* Look at other companies for inspiration but beware of copying - the statement should be about your company, not someone else's

\* Make sure you believe in your own statement. If you do not, your colleagues and customers will soon pick up on that.

\* A school, church, nonprofit organization or foundation needs a clear and effective mission statement as much as the more commercial enterprise.

#### Warnings

\* Try not to state the obvious or boast about how great your company is.

\* Be sure that the statement is not limiting or too expansive in what it portrays. It should be realistic but instill a sense of purpose while having a leading edge toward tomorrow's vision.

\* Do not become stagnant like buggy and whip companies that went bankrupt having failed to adjust to steady and rapid change--not incorporating the new opportunities provided by horseless carriages to flow into a new purpose, vision and mission.