

**AGENDA**  
**KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD**  
**MONDAY, OCTOBER 12, 2009, 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 September 21, 2009 Airport Board meeting Pg. 1
- 2B. Monthly Financials (Josh Selleck) Pg. 4
- 2C. Proposed T-Hanger Development (Bruce McKenzie)
- 2D. Strategic Plan – Zoning (Fred Vogt)
- 2E. Signage for Airport (Fred Vogt)
- 2F. Master Plan Update (Steve King)
- 2G. Discussion and Possible Selection of New Airport Board Member (Executive Session – Steve King)

**3. INFORMATION AND DISCUSSION:**

- 3A. National Association of State Aviation Officials (NASAO) Trip Report (Fred Vogt)
- 3B. Phase I & Phase II Update (Bruce McKenzie)

**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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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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City Secretary, City of Kerrville, Texas

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

KERRVILLE, TEXAS  
SEPTEMBER 21, 2009

On Monday, September 21, 2009, a regular meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 3:34 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

### Airport Board Staff Present:

Bruce McKenzie, Airport Manager

### City Staff Present:

Josh Selleck, Finance Director  
Dorothy Miller, Executive Secretary

## CALL TO ORDER

### 1. VISITORS FORUM:

Mr. Selleck stated he had been assigned to serve as city liaison to the Airport Advisory Board.

### 2. CONSIDERATION AND POSSIBLE ACTION:

#### 2A. Approve the minutes of the August 10, 2009 Airport Board meeting

Mr. Moser moved to approve the minutes of August 10, 2009; motion was seconded by Mr. Cowden. Mr. Vogt asked that the minutes be amended under item 2G. Minutes were approved as amended and passed 3-0.

#### 2B. Monthly Financials (Josh Selleck)

Mr. Selleck discussed July and August financials. Mr. Selleck reported at the end of July the Airport's available cash balance was \$152,396. At the end of August the Airport's available cash balance was \$170,733. Airport Capital Improvement Projects Fund 74 cash balance as of the end of August is \$429,528 with an unallocated cash balance of \$149,507. Mr. Selleck asked when financials are not presented at the previous months meeting, if the Board prefers to see only the most current month's financials or if they would like to see each month's. The Board stated they would like to see each month's. Mr. Cowden moved to accept the July and August financials; motion was seconded by Mr. Moser and passed 4-0.

#### 2C. Approve Resolution for the Airport Master Plan Update (Bruce McKenzie)

Mr. McKenzie asked the Board to approve the resolution for the Airport Master Plan update. Mr. McKenzie stated the cost of the master plan is \$175,000 of which the Airport pays 10% from capital funds. Mr. Vogt moved that the resolution be signed and sent to TxDot; motion was seconded by Mr. Cowden and passed 4-0.

#### 2D. Asphalt Seal (Cold-Tar Seal), crack sealing and Re-striping of runway 12/30 via RAMP Grant (Bruce McKenzie)

Mr. McKenzie asked for the Board's permission to proceed with the asphalt seal, crack sealing and re-striping of runway 12/30 using a RAMP grant. The Board agreed and assigned Mr. McKenzie to the engineering work necessary. Mr. Selleck stated he will

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check with Mike Wellborn, Director of Engineering, regarding doing the bid process per Mr. McKenzie's request.

- 2E. **Airport Minimum Standards as related to new construction (Bruce McKenzie)**  
Mr. McKenzie recommended amending the Airport Code regarding the minimum standards related to new construction of shade hangars and t-hangars. Board discussed and approved amendments to Section 3.A.09 Airport hangars, item d. Board also approved additional amendments, which include adding design standards promulgated by the FAA; removing what the Airport Board shall or shall not do; adding the statement *"any hangar constructed, including specifications and color, shall be approved by the Airport Manager"*.
- 2F. **Annexation of Stokes property (Josh Selleck)**  
Mr. Selleck stated the annexation of the Stokes property requires a request being made on behalf of the Airport to the city to annex the property. Mr. Selleck requested permission to allow the Airport Manager and the Airport Board president to sign where appropriate to make that request to the city council. Mr. Moser moved to approve permission; motion was seconded by Mr. Cowden and passed 4-0.
- 2G. **Proposed T-Hangar Construction (Steve King)**  
Mr. King reported approximately \$850,000 was approved by the county for the Airport's master plan, installation of the waterline and construction of new t-hangars. This amount represents one half the total costs for each project. Mr. Vogt and Mr. McKenzie will speak with BWR and Wilbur Smith regarding plans for t-hangar construction. Mr. Moser stated he wants to get a pre-construction reserve so the Airport can secure the number of people interested in leasing a hangar. Mr. Vogt stated he wants to discuss zoning under the strategic plan review at the next board meeting.
- 2H. **New Airport Board Member Selection Process. Possible interview and vote on new Airport Board member candidate (Steve King – Executive Session)**  
Mr. King stated this item shall be discussed during executive session.
- 2I. **Strategic Plan Review – Interim Management Services Contract (Steve King)**  
Mr. King discussed the meeting held between Mr. Cowden, Mr. McKenzie and himself at which time they preliminarily reviewed the services offered under the Interim Management Services contract and which entity could perform each service listed. Mr. King asked for the county's input. Commissioner Williams stated there were certain services in the contract that the county could bid on. Those services include legal, financial, purchasing, information technology, grant management, and property, casualty and premises liability insurance.
- 3. INFORMATION AND DISCUSSION:**
- 3A. **Phase I and II Drainage/Taxiway relocation**  
Mr. McKenzie reported Phase I is nearly complete. Cash Construction Company will begin Phase II in approximately six weeks. Phase II is being partly funded by stimulus funding with the air side being funded at 100% and the roadway being a 95/5 split.
- 3B. **MAPA Fly-In/Conference**  
Mr. McKenzie reported the MAPA Fly-In/Conference was held last week with 30 airplanes attending. Mr. McKenzie also reported the new welcome sign requested by the Board is in place as well as a sign-in book.

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4. **EXECUTIVE SESSION:**

Executive session was held to discuss item 2H as stated under Section 551.074 of Chapter 551 of the Government Code of the State of Texas.

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

No action was taken during executive session.

6. **ADJOURNMENT**

Mr. Cowden moved to adjourn the meeting; motion was seconded by Mr. Moser and passed 4-0. Meeting adjourned at 5:45 p.m.

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

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Stephen King, President

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Dorothy Miller, Recording Secretary

**Airport Financials  
Balance Sheet  
for September 30, 2009**

<b>ASSETS</b>	
Cash and cash equivalents	217,974.11
Land Leases Receivable	69,602.17
T-Hanger Lease Receivable	11,750.00
Terminal Lease Receivable	10,382.23
Storage Lease Receivable	0.00
<b>TOTAL ASSETS</b>	<u>309,708.51</u>
<b>LIABILITIES AND FUND BALANCES</b>	
Accounts Payable Pending	(15.27)
Terminal Deposits	1,400.00
T-Hanger Deposits	2,400.00
Storage Deposits	100.00
Deferred Revenue - Leases	74,508.97
Deferred Revenue - T-Hangers	8,650.00
Deferred Revenue - Terminal	10,272.10
Deferred T-Hanger Storage	0.00
<b>Total Liabilities</b>	<u>97,315.80</u>
Fund Balances	
Reserved for:	
Airport Manager Severance	43,182
Capital Replacement Reserve	2,493
<b>Total Fund Balances</b>	<u>45,675.00</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	142,990.80
<b>Available Cash Balance as of 9/30/09</b>	166,717.71

**CITY OF KERRVILLE  
AIRPORT FINANCIALS  
Statement of Revenues, Expenses and Changes in Fund Net Assets**

<b>Cash Balance as of 9/1/09</b>	\$	220,308
Revenues:		
Intergovernmental Revenue	90,583	
Interest and Miscellaneous	21,266	
		111,850
Expenses:		
Personnel		
Supplies	407	
Maintenance	1,515	
Services	34,551	
Other Expenses	50	
Transfers Out	79,196	
Terminal Expenses	147	
Total Expenses		(115,865)
<b>Ending Cash Balance as of 9/30/09</b>		216,293
Reserve Fund Balances		
Airport Manager Severance	43,182	
Capital Replacement Reserve	2,493	
Other Liabilities	3,900	
Total Reserve Fund Balance		(49,575)
<b>Available Cash Balance as of 9/30/09</b>		166,718

## Airport Capital Improvement Projects - Fund 74

#	Project Name	Project Budget	Funding Sources					Project Funded Balance	Project L-T-D Expense	Project Cash Balance
			Airport Fund	EIC Fund	Other Funds	Grants	TXDOT			
A03	Relocate 12/30 Taxiway	1,081,457.00	388,917.00	542,540.00	150,000.00			1,081,457.00	798,482.91	282,974.09
A16	Airport Water Line	495,000.00	75,000.00					75,000.00	15,797.50	59,202.50
A17	2009 RAMP	100,000.00	50,000.00			24,838.91		74,838.91	49,678.00	25,160.91
		1,676,457.00						1,081,457.00	798,482.91	367,337.50
							Fund 74 Cash Balance on: 9/30/09			516,844.48
							Unallocated Cash Balance			149,506.98

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