

AGENDA
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
MONDAY, NOVEMBER 9, 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. Swear in new Airport Board member, Corey Walters (Judge Tinley)

2B. Approve the minutes of the October 12, 2009 Airport Board meeting Pg. 1

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

2D. FBI Shooting Range (Floyd Walling)

2E. T-Hangar Layout Design Process (Bruce McKenzie)

2F. Strategic Plan - Zoning (Fred Vogt)

3. INFORMATION AND DISCUSSION:

3A. Phase II Progress Report

3B. Terminal Sign

3C. Water Line Design

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

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.

Deputy City Secretary, City of Kerrville, Texas

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

**KERRVILLE, TEXAS
OCTOBER 12, 2009**

On Monday, October 12, 2009, a regular meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 3:40 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:

Todd Parton, City Manager
Jennifer Yarbrough, Budget Analyst
Kevin Coleman, Director of Development Services
Gordon Browning, Senior Planning
Dorothy Miller, Executive Secretary

Visitors:

Stephen Drane

CALL TO ORDER

1. VISITORS FORUM:

None.

2. CONSIDERATION AND POSSIBLE ACTION:

- 2A. Approve the minutes of the September 21, 2009 Airport Board meeting
Mr. Vogt moved to approve the minutes of September 21, 2009; motion was seconded by Mr. Moser and passed 4-0.
- 2B. Monthly Financials (Jennifer Yarbrough)
In Mr. Selleck's absence, Mrs. Yarbrough presented the monthly financials ending September 30, 2009. Revenues and expenses were \$220,308 leaving an available cash balance of \$166,718. Airport Capital Improvement Projects (Fund 74) currently has three open projects with a cash balance of \$516,844. Mr. Cowden moved to accept the monthly financials; motion was seconded by Mr. Moser and passed 4-0.
- 2C. Proposed T-Hanger Development (Bruce McKenzie)
Mr. McKenzie distributed a topographical survey sketch and preliminary design costs from BWR to the Board. The costs totaled \$20,800. The Board agreed to get two additional cost estimates.
- 2D. Strategic Plan – Zoning (Fred Vogt)
Mr. Vogt discussed zoning development outside of the Airport property and the possibility or the need to create a separate joint zoning board. Mr. Coleman stated there is a difference between on-campus zoning and peripheral zoning. Mr. Coleman discussed his understanding of the state law regarding peripheral zoning, the role of a

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joint zoning board, and general concerns the City may have. Discussion was tabled pending future review by Mr. Coleman, Mr. Vogt, Mr. McKenzie and related staff.

2E. Signage for Airport (Fred Vogt)

Mr. Vogt discussed informational signs. Mr. McKenzie distributed preliminary Airport signage designs and proposed to number the gates. Approximate cost of signage is \$5,000. Mr. McKenzie proposed a rock sign for the terminal with an approximate cost of \$4,000. Both projects are RAMP eligible. The Board discussed additional ideas for signage.

2F. Master Plan Update (Steve King)

Mr. King stated he and Mr. Vogt met with an associate with Wilbur Smith to find out what a master plan entails. Mr. Vogt stated \$175,000 has been set aside for the master plan. Mr. King stated he and Mr. Vogt were assured that the Board would have ample input in updating the master plan.

2G. Discussion and Possible Selection of New Airport Board Member (Executive Session – Steve King)

Mr. King stated this item would be discussed in Executive Session.

3. **INFORMATION AND DISCUSSION:**

3A. National Association of State Aviation Officials (NASAO) Trip Report (Fred Vogt)

Mr. Vogt attended the NASAO and stated all state aviation directors are a part of this. Mr. Vogt stated he had the opportunity to speak with Dave Fulton and Karen Wigham about Kerrville Airport.

3B. Phase I & Phase II Update (Bruce McKenzie)

Mr. McKenzie stated Phase I is nearly complete with only the sealing of runway 03/21 needing to be complete, which is scheduled for Wednesday, October 14th and will take approximately three days to complete. When that process is finished, 48 hours is needed to begin re-striping. Mr. McKenzie reported the localizer for 3-0 is back in service. Mr. McKenzie also reported the runway will be closed for approximately one week to complete work. When work is finished, runway 12/30 will need to be closed for 6 to 8 hours. A pre-construction meeting for Phase II will be held Wednesday, October 14th in the Airport Terminal.

4. **EXECUTIVE SESSION:**

The Board discussed personnel matters as allowed under Section 551.074 of Chapter 551 of the Government Code of the State of Texas.

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

The Board unanimously approved Corey Walters as the newest Board member, replacing Robert Bobertz.

6. **ADJOURNMENT**

Mr. Cowden moved to adjourn the meeting; motion was seconded by Mr. Moser and passed 4-0. Meeting adjourned at 5:05 p.m.

APPROVED: _____

Stephen King, President

Dorothy Miller, Recording Secretary

CITY OF KERRVILLE
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2009

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	0.00	0.00	0.00	0.00
47-6322 KERR COUNTY - PROJECT MATCH	0.00	0.00	0.00	0.00	0.00
47-6347 KERR COUNTY - CONTRIBUTION	315,892.00	23,375.00	23,375.00	7.40	292,517.00
47-6361 CITY - PROJECT MATCH	0.00	29,895.83	29,895.83	0.00	(29,895.83)
47-6362 CITY - CONTRIBUTION	<u>105,297.00</u>	<u>8,774.75</u>	<u>8,774.75</u>	<u>8.33</u>	<u>96,522.25</u>
TOTAL INTERGOVERNMENTAL R	421,189.00	62,045.58	62,045.58	14.73	359,143.42
<u>INTEREST AND MISCELLANEOU</u>					
47-6901 LEASES	128,050.00	10,011.47	10,011.47	7.82	118,038.53
47-6902 FUEL FLOW FEES	36,000.00	2,591.10	2,591.10	7.20	33,408.90
47-6903 TERMINAL LEASE	13,145.00	1,650.96	1,650.96	12.56	11,494.04
47-6904 T-HANGAR LEASE	44,000.00	5,350.00	5,350.00	12.16	38,650.00
47-6905 VEHICLE RENT-SURCHARGE	3,500.00	229.42	229.42	6.55	3,270.58
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	3,198.00	0.00	0.00	0.00	3,198.00
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	229,193.00	19,832.95	19,832.95	8.65	209,360.05
<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 ***	650,382.00	81,878.53	81,878.53	12.59	568,503.47

CITY OF KERRVILLE
 FINANCIAL STATEMENT
 AS OF: OCTOBER 31ST, 2009

47 -AIRPORT FUND
 00-NON-DEPARTMENTAL
 DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
PERSONNEL					
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	10,000.00	525.31	407.61	9,592.39
47-800-011	LOCAL MEETING EXPENSE	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
	TOTAL PERSONNEL	10,300.00	525.31	407.61	9,892.39
SUPPLIES					
47-800-101	OFFICE SUPPLIES	2,000.00	152.53	72.94	1,927.06
47-800-102	SMALL TOOLS AND EQUIPMENT	1,000.00	0.00	0.00	1,000.00
47-800-103	CHEMICAL AND MEDICAL SUPP	4,000.00	0.00	0.00	4,000.00
47-800-104	FUEL AND OIL SUPPLIES	1,340.00	59.37	59.37	1,280.63
47-800-105	FOOD SUPPLIES	600.00	0.00	0.00	600.00
47-800-106	JANITORIAL SUPPLIES	2,400.00	328.80	328.80	2,071.20
47-800-110	POSTAGE/UPS/FED-EX	750.00	61.73	61.73	688.27
47-800-111	COMPUTER UPGRADE	0.00	0.00	0.00	0.00
47-800-112	COMPUTER SOFTWARE PURCHAS	0.00	0.00	0.00	0.00
47-800-132	SOD, SEED, PLANTING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL SUPPLIES	12,090.00	602.43	522.84	11,567.16
MAINTENANCE					
47-800-201	LAND	45,500.00	0.00	0.00	45,500.00
47-800-202	BUILDINGS AND STRUCTURES	34,000.00	1,613.37	1,354.10	32,645.90
47-800-203	MAINTENANCE - CITY GARAGE	1,000.00	0.00	0.00	1,000.00
47-800-204	PARTS @ CITY GARAGE	0.00	0.00	0.00	0.00
47-800-205	OFFICE EQUIPMENT	1,680.00	315.72	315.72	1,364.28
47-800-206	INSTRUMENTS AND APPARATUS	17,000.00	0.00	0.00	17,000.00
47-800-207	STREETS	0.00	0.00	0.00	0.00
47-800-208	TRAFFIC CONTROL DEVICES	1,000.00	0.00	0.00	1,000.00
47-800-209	TAXIWAYS/RUNWAYS	0.00	0.00	0.00	0.00
47-800-212	REPAIRS-NOT CITY GARAGE	1,000.00	0.00	0.00	1,000.00
47-800-214	RAMP GRANT MATCH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL MAINTENANCE	101,180.00	1,929.09	1,669.82	99,510.18
SERVICES					
47-800-301	PHONE SERVICE	840.00	1.72	1.72	838.28
47-800-302	LIGHT AND POWER	9,500.00	2,896.14	2,896.14	6,603.86
47-800-303	NATURAL GAS	700.00	0.00	0.00	700.00
47-800-304	WATER & SEWER	750.00	0.00	0.00	750.00
47-800-305	LEGAL SERVICE	0.00	0.00	0.00	0.00
47-800-306	SPECIAL SERVICES	30,000.00	0.00	0.00	30,000.00
47-800-307	INSURANCE	0.00	2,243.00	2,243.00	(2,243.00)

CITY OF KERRVILLE
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2009

47 -AIRPORT FUND
00-NON-DEPARTMENTAL
DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
47-800-311 NETWORK SERVICES	1,300.00	0.00	0.00	0.00	1,300.00
47-800-313 HIRE OF EQUIPMENT	3,100.00	39.98	19.99	0.64	3,080.01
47-800-316 ADVERTISING	100.00	0.00	0.00	0.00	100.00
47-800-347 MANAGEMENT CONTRACT	251,000.00	20,916.67	20,916.67	8.33	230,083.33
47-800-347-01 REIMBURSE COUNTY - EMP CO	140,048.90	21,020.18	21,020.18	15.01	119,028.72
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	437,338.90	47,117.69	47,097.70	10.77	390,241.20
<u>OTHER EXPENSES</u>					
47-800-401 CERITFICATES, AWARDS, ETC	0.00	0.00	0.00	0.00	0.00
47-800-402 DUES AND SUBSCRIPTIONS	700.00	669.25	0.00	0.00	700.00
47-800-405 OTHER CHARGES	4,800.00	2,195.00	2,195.00	45.73	2,605.00
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
47-800-460 RESERVE FOR CAPITAL ASSET	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	20,500.00	2,864.25	2,195.00	10.71	18,305.00
<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
47-800-918 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	4,166.67	8.33	45,833.33
47-800-975 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-990 TRANSFER - INSURANCE	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS OUT	50,000.00	4,166.67	4,166.67	8.33	45,833.33

CITY OF KERRVILLE
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2009

47 -AIRPORT FUND
00-NON-DEPARTMENTAL
DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
TOTAL 00-NON-DEPARTMENTAL	631,408.90	57,205.44	56,059.64	8.88	575,349.26

CITY OF KERRVILLE
 FINANCIAL STATEMENT
 AS OF: OCTOBER 31ST, 2009

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	250.00	(256.35)	(256.35)	102.54-	506.35
47-801-302 LIGHT & POWER	9,600.00	61.40	61.40	0.64	9,538.60
47-801-303 PROPANE GAS	5,500.00	0.00	0.00	0.00	5,500.00
47-801-304 WATER & SEWER	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>
TOTAL SERVICES	18,350.00	(194.95)	(194.95)	1.06-	18,544.95
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TOTAL 01-TERMINAL	18,350.00	(194.95)	(194.95)	1.06-	18,544.95
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*** TOTAL EXPENSES ***	649,758.90	57,010.49	55,864.69	8.60	593,894.21

**Airport Financials
Balance Sheet
for October 31, 2009**

ASSETS	
Cash and cash equivalents	242,842.15
Land Leases Receivable	59,590.70
T-Hanger Lease Receivable	6,400.00
Terminal Lease Receivable	8,731.27
Storage Lease Receivable	0.00
TOTAL ASSETS	<u>317,564.12</u>
 LIABILITIES AND FUND BALANCES	
Accounts Payable Pending	(15.27)
Terminal Deposits	1,400.00
T-Hanger Deposits	2,400.00
Storage Deposits	100.00
Deferred Revenue - Leases	64,497.50
Deferred Revenue - T-Hangers	3,300.00
Deferred Revenue - Terminal	8,621.14
Deferred T-Hanger Storage	0.00
Total Liabilities	<u>80,303.37</u>
 Fund Balances	
Reserved for:	
Airport Manager Severance	43,182
Capital Replacement Reserve	2,493
Total Fund Balances	<u>45,675.00</u>
 TOTAL LIABILITIES AND FUND BALANCES	 125,978.37
 Available Cash Balance as of 10/31/09	 191,585.75

**CITY OF KERRVILLE
AIRPORT FINANCIALS
for October 31, 2009**

Cash Balance as of 10/1/09		\$ 216,293
Revenues:		
Intergovernmental Revenue	62,046	
Interest and Miscellaneous	19,833	
		81,879
Expenses:		
Personnel	525	
Supplies	602	
Maintenance	1,929	
Services	47,118	
Other Expenses	2,864	
Transfers Out	4,167	
Terminal Expenses	(195)	
Total Expenses		(57,010)
Ending Cash Balance as of 10/31/09		241,161
Reserve Fund Balances		
Airport Manager Severance	43,182	
Capital Replacement Reserve	2,493	
Other Liabilities	3,900	
Total Reserve Fund Balance		(49,575)
Available Cash Balance as of 10/31/09		191,586

Airport Capital Improvement Projects - Fund 74

		Project Budget	Funding Sources					Project Funded Balance	Project L-T-D Expense	Project Cash Balance
			Airport Fund	EIC Fund	Other Funds	Grants	TXDOT			
October 31, 2009										
#	Project Name									
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 10/31/09	516,844.48
									Unallocated Cash Balance	149,506.98