

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

**KERRVILLE, TEXAS
FEBRUARY 8, 2010**

On Monday, February 8, 2010, 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 King, President
Fred Vogt, Vice President
Mark Cowden
Tom Moser

Members Absent:

Corey Walters

Airport Staff Present:

Bruce McKenzie, Airport Manager

City Staff Present:

Kim Meismer, Director of General Operations
Kevin Coleman, Director of Development Services
Mike Erwin, Director of Finance
Mike Wellborn, Director of Engineering
Jennifer Yarbrough, Finance Analyst
Dorothy Miller, Executive Secretary

County Staff Present:

Jeannie Hargis, Kerr County Auditor
Jonathan Letz, Commissioner, Precinct 3
Bill Williams, Commissioner, Precinct 2

Visitors:

Amy Fry, Kerrville Aviation Line Service Manager
Ronnie Kramer, Dugosh Aircraft Service
Mary Matthews, Neighbor
Reese Williams, BWR Corp.

CALL TO ORDER

1. VISITORS FORUM:

None.

2. DISCUSSION AND POSSIBLE ACTION:

- 2A. Approve the minutes of the January 11, 2010 Airport Board meeting.
Mr. Moser moved to approve the minutes of January 11, 2010 as presented; motion was seconded by Mr. Cowden and passed 4-0.
- 2B. Monthly Financials (Jennifer Yarbrough)
The financials were presented by Mike Erwin, Director of Finance for the City of Kerrville. The beginning cash balance was \$328,000 and the ending cash balance was \$242,000. The City paid the remaining balance due on the \$350,000 for the water lines, leaving an available fund balance of \$196,000. Mr. Cowden moved to accept the financials as presented; motion was seconded by Mr. Vogt and passed 4-0.
- 2C. Airport Board Members Photographs (Bruce McKenzie)
Mr. McKenzie announced Jeff Lavender Photography will be taking pictures of the board members and Airport Manager on March 8, 2010 at 2:00 p.m. The sitting fee will be

\$50.00. Mr. Moser moved to accept Mr. Bethel's recommendation to hang pictures in an appropriate place of the board members. Mr. Vogt amended the motion by stating the board meeting will be changed to 2:00 p.m. on March 8, 2010 for the purpose of having the pictures taken; motion was seconded by Mr. Vogt and passed 4-0.

2D. Memorials Placed in the Terminal Building (Bruce McKenzie)

Mr. McKenzie reminded the board they had requested a policy be in place as to whether or not to consider memorials on a case by case basis or not allow them at all. Mr. King moved to accept memorials on a case by case basis; motion was seconded by Mr. Vogt and passed 4-0.

2E. Airport Zoning (Mike Hayes)

Mr. Hayes presented his research regarding zoning at the airport both inside and outside the city's limits. Mr. Hayes outlined airport interests, zoning, questions, sources of authority, and discussed compatible development, economic development, purpose of zoning, and types of regulations. Mr. Hayes sighted sources of authority including the interlocal agreement, Texas Transportation code, Texas Local Government code, City ordinance, and Airport Hazard Zoning Ordinance. Mr. Hayes confirmed that the Kerrville-Kerr County Joint Airport Board could simultaneously act as the Joint Airport Zoning Board (JAZB). Mr. Hayes' recommendations to the board were: 1) Ask City Council and County Commissioners to reaffirm the Airport Board's role/authority of JAZB or alternative plan to address zoning outside the city limits; 2) Review Airport Zoning Ordinance for "reasonableness"; 3) City could consider expansion of city limits surrounding Airport property as a way to apply zoning to this area. Mr. King moved to ask the City and County to affirm the Airport Board to act as the JAZB according to state law via written letter to be composed by Mr. King; motion was seconded by Mr. Moser and passed 4-0.

2F. Open Meetings Act Information (Mike Hayes)

Mr. Hayes discussed common violations mistakenly made regarding the Open Meetings Act. Mr. Hayes gave examples of proper usage of email correspondence and improper conversations that may occur one-on-one among board members but could be considered a violation.

2G. Airport Sign on Highway 27 (Bruce McKenzie)

Mr. McKenzie stated Mr. Lewis is continuing to work on a letter of agreement for the Airport about the sign as well as the new conceptual drawing of the sign and will have both available for review at the March 8th Airport Board meeting.

2H. Fire Water Flow Enhancement Project (Tom Moser)

Mr. Williams from BWR Corporation distributed a memo, a summary of the model results and cost estimates and a Fire Water Protection outline. Mr. Williams discussed the proposed water flow enhancements to lines 1, 2, and 5 (colored blue, yellow, and orange on the outline). Mr. Williams stated BWR ran the model at two different pressures: 46.9 psi, which was given to BWR by the City as the worst case scenario, and at 50 psi. At 46.9, fire hydrant 11 doesn't meet the required 20 psi at 1500 gpm (gallons per minute). Mr. Wellborn stated there is a discrepancy between BWR's and the City's model runs. The City's model shows a minimum static pressure of 90 psi verses BWR's 46.9 psi. Mr. Williams stated everything along the new line is above the minimum 20 psi and said the Board needs to decide not to upgrade those lines if they're already grandfathered in. Mr. Moser stated everything that has 12 inch lines meets the flow requirement. Mr. Moser

also stated the criteria per the fire marshal is 1500 gpm and maintain 20 psi. Mr. Williams reported the cost estimates for enhancing lines 1, 2, and 5 is \$424,000. Discussion continued in conjunction with item 2I.

2I. Proposed T-Hangar Complex

Mr. Moser gave a Power Point presentation entitled, "FY 2010 CIP Option, T-Hangar Complex". Mr. Moser discussed strategy, hangar complex location, timeline, incremental site costs, t-hangars business, and recommendation. Mr. Moser moved to refrain from obligating the CIP funds for the fire water flow system until the T-Hangar Complex plan is developed; motion died for lack of a second. Mr. King moved to proceed with advertising bids for lines 1, 2, and 5 of the Kerrville-Kerr County Airport fire water flow project and lines 3, 4, and 6 as an alternate; motion seconded by Mr. Cowden and passed 3-1.

2J. Strategic Plan – Review Airport Leases for Standardization and Uniformity

Mr. Moser discussed making leases uniform, including increase in lease fees and uniformity in color. Mr. McKenzie stated the increase in fees and uniformity in color has already been included in the lease contracts as well as architectural control, aesthetics, color, etc. Mr. Vogt suggested changing minimum standards to include maintaining land around the hangar.

3A. Phase II Update

Mr. McKenzie reported contractors continue to work on phase II; they have lost 20 calendar days due to inclement weather and have fallen slightly behind.

3B. Master Plan Update

Mr. McKenzie stated February 16, 2010 is the deadline for consultants and engineers to turn their information in to TxDOT Aviation. When Mr. McKenzie receives the information, Board members will receive copies.

5. Adjournment

The next meeting is scheduled for March 8, 2010. Mr. King moved to adjourn the meeting; motion was seconded by Mr. Cowden and passed 4-0. Meeting adjourned at 5:50 p.m.

APPROVED: 4/12/10



Stephen King, President



Dorothy Miller, Recording Secretary