

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

**KERRVILLE, TEXAS
APRIL 12, 2010**

On Monday, April 12, 2010, a regular meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 3:38 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, *arrived at 4:02 p.m.*

Airport Board Staff Present:

Bruce McKenzie, Airport Manager

City Staff Present:

Kim Meisner, Director of General Operations
Cheri Halford, CIP Manager
Sandra Yarbrough, Accounting Operations Supervisor
Dorothy Miller, Executive Secretary

County Staff Present:

Jonathan Letz, Commissioner Precinct 3
Jeannie Hargis, Kerr County Auditor

Visitors:

Billy Snow
Mary Matthews

CALL TO ORDER

1. VISITORS FORUM:

Mr. Snow requested to address the Board. Mr. Snow stated he and his wife own property that adjoins the Airport and is concerned about approximately 780 feet of deer-proof fencing that had been dismantled nearly five years ago without notification by a contractor performing fence work at the Airport. Mr. Snow stated he and prior City Manager Ron Patterson had tentatively reached an agreement, but came across liability issues with the Legal Department. Four years ago Mr. and Mrs. Snow met with prior City Manager Paul Hofmann, Mindy Wendele (Director of Business Programs), and Commissioner Letz, and still did not come to a final agreement. Mr. Snow stated he still has an open file with promises made at that time. Mr. Snow stated his understanding is an adequate amount of fencing is going to be removed from the Airport that would satisfy his original claim and he respectfully asked to be placed on the next Airport Board agenda to hopefully come to a resolution of his concern. Mr. King stated Mr. Snow's concern will be placed on the next agenda.

Ms. Matthews requested to address the Board. Ms. Matthews is concerned about the infestation of thistles at the Airport, which seeds blow from onto her property. Ms. Matthews distributed information regarding how and when to treat thistles in order to get rid of them. Mr. King stated the Board would take Ms. Matthews' concern into consideration.

2. DISCUSSION AND POSSIBLE ACTION

- 2A. Approve the minutes of the March 8 and March 24, 2010 Airport Board meetings.
Mr. Vogt moved to approve the minutes of March 8 and March 24, 2010 as presented; motion seconded by Mr. Moser and passed 4-0.
- 2B. Monthly Financials (Sandra Yarbrough)
In Mr. Erwin's absence, Mrs. Yarbrough presented the Airport's financials as follows:

○ Cash Balance as of 03/01/2010	\$252,468.37
○ Revenues	\$ 44,524.49
○ Expenses	\$ 41,683.10
○ Revenues Over Expenditures	\$ 2,841.39
○ Ending Cash Balance as of 03/31/10	\$255,309.76
○ Available Cash Balance as of 03/31/10	\$205,684.76

Mr. Moser questioned line item 47-801-301, Phone Service, listed under "Services" (page 10 of the agenda packet) which shows approximately 94% of the budget having been expended. Mr. McKenzie stated he will speak with Jennifer Yarbrough, the City's Budget Analysis, regarding the expenditure. Mr. King noted another phone service charge, line item 47-800-301, Phone Service, listed under "Services" (page 7 of the agenda packet), which shows approximately 71% of the budget expended. Mr. McKenzie stated this is for his business cell phone that was upgraded and provided by the City.

Ms. Halford presented the Airport's CIP report as follows:

- Active Prior Year Funded Airport CIP
 - Airport Water Line expenses to date, \$65,423; prior amount funded, \$75,00. Ms. Halford reported anticipating advertising for bids for this project Friday, April 16, 2010.
 - Relocate 12/30 Parallel Taxiway – Phase II expenses to date, \$122,390; prior amount funded, \$400,000.
- FY10 Airport CIP
 - Airport Master Plan – Expenses to date, 0; funding, \$17,500. This project was awarded to Garver USA with TxDOT negotiating the final contract.
 - Airport Water Line Construction – Expenses to date, 0; funding, \$700,000, with \$350,000 each from the City and County. This project is scheduled to advertise for bids on April 16, 2010.
 - Routine Airport Maintenance Program (RAMP) Grants FY10 – Expenses to date, 0; funding, \$50,000, with \$25,000 each from the City and County.
- Airport Future CIP
 - FY11 - \$465,600
 - Airport Taxi Ways and Taxi Lanes, \$90,600
 - RAMP Grants, \$50,000
 - T-Hangar Building, \$325,000
 - FY12 - \$213,000
 - Rehab Airport Runway 03/21, \$13,000
 - RAMP Grants, \$50,000
 - Site Preparation for Future Hangar Development, \$150,000
 - FY13 - \$547,000
 - New Hangars, \$300,000
 - New Taxiways, \$120,000
 - Rehab Airport Runway 03/21, \$77,000
 - RAMP Grants, \$50,000
 - FY14 - \$50,000
 - RAMP Grants, \$50,000

Mr. Cowden moved to accept the financials and CIP report; motion was seconded by Mr. Vogt and passed 4-0.

2C. Determine Location of New Airport Sign (Bruce McKenzie)

Board members and Commissioner Letz discussed position for the new sign. The Board's consensus was to position the sign at an angle towards the intersection and to move it back away from the utility box.

- 2D. Continuous Airport System Planning - Capital Improvement Projects (Fred Vogt)
Mr. Vogt distributed a copy of a letter each board member received from TxDOT regarding an upcoming regional meeting to review and update information for each airport in the Texas airport system and give the board an opportunity to discuss airport needs. Mr. Vogt stated CIP needs would be discussed.

3. INFORMATION AND DISCUSSION:

- 3A. Drainage/Taxiway Relocation Phase II Construction Update
Mr. McKenzie reported phase II is 29% complete as of Friday, April 9, 2010.
- 3B. Bidding Schedule for Water Line Project
Mr. McKenzie reported bids for this project will be advertised April 16, 2010 with a pre-bid meeting April 27, 2010, the bid opening May 4, 2010, and the bid award May 10, 2010.
- 3C. Master Plan Schedule Update
Mr. McKenzie, Mr. Vogt and Mr. Moser met with Perry Havenar with Garver USA in Houston last week and finished the scoping process. The Board will review the final scope once completed and if approved, Mr. Havenar and Michelle Hanna with TxDOT will negotiate the cost of the master plan update.
- 3D. American Association of Airport Executives South Central Chapter Conference
Mr. McKenzie reported he attended the AAE Conference in Lubbock two weeks ago and stated it was a very informative meeting.
- 3E. Texas Aviation Conference
Mr. McKenzie, Mr. Vogt, and Mr. Moser attended the Texas Aviation Conference where they finalized the scoping process with Mr. Havenar.
- 3F. Update on Airport Services Management Contract
Mrs. Meisner stated the Airport Services Management Contract is being presented to City Council on April 13, 2010. The current contract is \$251,000 and is being reduced to \$242,880.

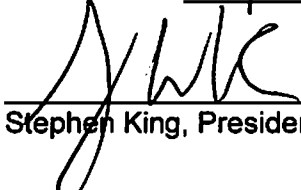
4. EXECUTIVE SESSION:

- 4A. Section 551.074
- Discuss Employee Evaluations (Steve King)
 - Bruce McKenzie, Airport Manager
 - Laurie DeJohn-Ermey, Executive Assistant

No action was taken.

5. ADJOURNMENT

Mr. Vogt moved to adjourn the meeting; motion was seconded by Mr. Cowden and passed 5-0. Meeting adjourned at 5:15 p.m.

APPROVED: 5/10/10


Stephen King, President



Dorothy Miller, Recording Secretary