

**CITY OF KERRVILLE, TEXAS  
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD**

**Board Meeting  
April 14, 2008**

On Monday, April 14, 2008, the meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 3:00 p.m. by Roger Bobertz, President, at the Airport Terminal, Louis Schreiner Field, Kerrville, Texas.

**Members Present:**

Roger Bobertz, President  
Stephen W. King, Vice-President  
Fred Vogt

**Members Absent:**

None

**Staff Present:**

Bruce McKenzie, Interim Airport Manager  
Brenda Craig, City Clerk  
Josh Selleck, Director of Finance  
Paul A. Hofmann, City Manager  
Mindy Wendele, Director of Business Programs

**2. Visitors/Citizens Forum:** No one spoke.

**3. Approval of Minutes**

**3A. Minutes of the February 11, 2008, Board Meeting**

Mr. Bobertz requested that on Item 6B the statement "...the City applied the office lease rate to the space" be replaced with "... the City as contractor to the Airport Board recommended application of the office lease rate." and the statement "...burden would have fallen on the City..." be replaced with "...burden would have fallen on the Airport..."

Mr. Bobertz moved to approve the minutes as amended. Mr. Vogt seconded the motion. The motion passed 2-1. Mr. King abstained from voting due to his absence at the February 11, 2008, meeting.

**3B. Minutes of the March 25, 2008, Board Meeting**

Mr. Bobertz moved to approve the minutes. Mr. Vogt seconded the motion. The motion passed 3-0.

**4. Monthly Financials**

Josh Selleck presented the monthly financials. He stated that a proposed draft budget would be available at the May meeting. The board would be required to take action on the budget at the June or July meeting. Mr. Hofmann stated that any questions regarding the budget could be addressed to Mr. McKenzie or Mr. Selleck.

Mr. Bobertz moved to approve the monthly financial statements. Mr. Vogt seconded the motion. The motion passed 3-0.

## **5. President's Remarks**

1. Mr. Bobertz stated that he would be out of town for 3 weeks and would not be accessible by phone or email. He directed that all board business be the responsibility of Mr. King during his absence.
2. Mr. Bobertz stated that he is working on the PowerPoint presentation, "This is your Airport", but had not progressed very far in the process. He would continue the project once he returned, time permitting.
3. Mr. Bobertz stated that the copy of the airport code on the airport website should be an official copy and that it needed to be updated to reflect recent changes. He stated that the website was good and would be useful in the future.

## **6. Discussion and Possible Action**

### **6A. Roger Bobertz letter concerning non-standard leases.**

Mr. Bobertz wrote the letter with the intent of placing some type of statement in the archives explaining why the board varied from their standard lease rates. The letter reflects that the leases of Mr. Kendall Burleson and Air Evac Lifeteam are exceptions and that the board is not proposing negotiable lease rates. Mr. Vogt suggested that a statement be added regarding the non-compliance of the buildings with current ADA standards. Mr. Bobertz requested the board to approve the memorandum to file as amended so that the third bullet point reads "Both buildings were in need of repair and out of compliance with federal and state codes."

Mr. Vogt moved to accept the memorandum as amended. Mr. King seconded the motion. The motion passed 3-0.

## **7. Announcements and General Updates**

- **New office leases at terminal.**
  - The four offices open for lease as of April 1<sup>st</sup> have been leased and contracts have been executed. Best Friends Air, LLC-121, Ron Briley-107, Ladd Gardner-106 and Blue Vista Aviation-108.
- **Update on Air Evac, Kendall Burleson and Granger MacDonald leases.**
  - The airport has fulfilled its obligation regarding the contracts. The contracts are at Air Evac headquarters in Missouri being reviewed by their corporate attorneys. There may be a few minor changes.
  - Kendall Burleson moved into his building March 17<sup>th</sup>.
  - Mr. McKenzie stated Granger MacDonald's attorney and the attorney representing the airport continue to work out the details of the lease. The geological study, meets and bounds and architectural plans are complete for the property. Mr. McKenzie has completed the airport portion of the FAA Form 7460 and given it to Granger MacDonald to complete and file with TxDOT Aviation. He informed Granger MacDonald that the process could take a while. Granger MacDonald has been told they cannot build vertically on the property until the FAA Form 7460 is approved.

- **Fuel surcharge concerning airport mowing contract.**
  - The mowing contractor requested a fuel surcharge of \$420.00 per mowing cycle due to the rise in fuel prices. Mr. McKenzie stated that he had reviewed the request and found it to be reasonable. Mr. Vogt expressed concern over the growth of vegetation within the airport fence line. Mr. McKenzie stated that there were several inches of soil piled around the bottom of the fence and that it would have to be removed manually in order to resolve the problem. He said that he would work out a resolution.
- **Taxiway relocation project.**
  - Thursday April 10th, Bill Fuller, Director of TxDOT Aviation Engineering Division visited with Mr. McKenzie and stated that the taxiway relocation project would go to the Texas Transportation Commission on April 24<sup>th</sup> to be approved. Notification of the approval would be given to Mr. McKenzie on that same day. Depending on approval, the project should bid in June and work should begin in August or September.
- **Airlife (medical helicopter service).**
  - Airlife inquired about a land lease at the airport on two occasions. Mr. McKenzie stated he has not heard from Airlife to date.
- Mr. Vogt toured the facilities at Mooney Airplane and was concerned regarding the fact that Mooney currently tows aircraft partially down one runway to their paint facilities due to the lack of taxiways running the distance between the factory and the paint facilities. He stated that this was a major safety concern for the airport. In order to address the issue, Mr. Vogt requested that the scope and cost of a project connecting the two existing blacktop taxiways be researched and reported on at the May 19<sup>th</sup> meeting.

## **8. Adjournment**

Mr. King moved to adjourn. Mr. Vogt seconded the motion. The motion passed 3-0. The meeting adjourned at 3:44 p.m.

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

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Roger Bobertz, President

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Heather M. Spivey, Deputy City Clerk