

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

**Board Meeting  
May 12, 2008**

On Monday, May 12, 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  
Heather M. Spivey, Deputy City Clerk  
Josh Selleck, Director of Finance  
Paul A. Hofmann, City Manager  
Mindy Wendele, Director of Business Programs  
Jennifer Yarbrough, Budget Analyst

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

**3. Approval of Minutes of the April 14, 2008, Board Meeting**

Mr. Bobertz moved to approve the minutes of the April 14, 2008 meeting. Mr. Vogt seconded the motion. The motion passed 3-0.

**4. Monthly Financials**

Josh Selleck presented the financials for the month of April. Mr. Bobertz moved to approve the financials. Mr. Vogt seconded the motion. The motion passed 3-0.

After the presentation of the financials Mr. Selleck briefly discussed the budget for fiscal year 2009. Mr. Selleck stated that a more detailed budget would be presented to the board at the June meeting. He said that he anticipated an increase in leases of \$15,000 and in fuel flow of \$6,000. No other large increases were anticipated. He stated that other revenue amounts would depend on city and county contributions. One key decision point for the June meeting would be to decide whether to maintain current service levels or to increase or decrease funds. Another key decision point would be regarding the management contract and whether it should be continued, changed or terminated. The board agreed that they did not anticipate any changes in the management contract.

**5. President's Remarks**

1. Mr. Bobertz stated that Dennis Ferguson of Mooney Airplane Co, Inc. would be speaking at the upcoming Kerr Economic Development Foundation (KEDF) meeting on June 12, 2008. The meeting would take place at 11:45 a.m. at Hill Country State Bank. Mr. Bobertz suggested that one of the members of the board attend the meeting. Mr. Vogt agreed to represent the board at the meeting.

2. Mr. Bobertz thanked Mr. King for taking on the responsibilities of the board while he was on vacation.

3. Mr. Bobertz stated that his term on the board was due to expire on June 1, 2008. He stated that he would continue to serve on the board until directed otherwise.

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

### **6C. Airport governance issues between the City of Kerrville and Kerr County as related to Kerrville Louis Schreiner Field.**

Mr. Bobertz requested that Item 6C be ahead on the agenda in order to accommodate the schedules of the representatives the city and the county. Mr. Bobertz then suggested that Mr. Hamilton introduce the item since he had requested it be added to the agenda. Mr. Hamilton stated that he had asked that the issue be placed on the agenda so that notes from a recent city/county meeting could be discussed among the members of the board. Mr. Letz stated that the notes presented by Mr. Hamilton had not been approved by the group and that there were a few issues regarding some of the wording. He further stated that he and Mr. Williams would have preferred to wait until a draft agreement was prepared before discussing the issue with the board, but that any assistance would be appreciated. Mr. Bobertz suggested each of the members of the board voice their reactions and suggestions. The members of the board agreed that at least two more members were needed and that they were happy with Mr. McKenzie's performance as interim airport manager and would prefer that he remain in the position. There was a consensus that the manager report in some way to the board, but Mr. Bobertz was uncomfortable with the idea that the manager be an employee of the board. The members of the board expressed their gratitude that the process of working out the governance issues regarding the airport and the airport board were underway, but that more work was needed and that they as members of the board would like to be able to continue to express their ideas with the city and county officials during the process.

### **6A. Events at the airport and using ramp space for vehicle parking.**

Mr. Kennedy stated that Kerrville Aviation hosts several non-profit events a year, requiring the parking of vehicles on the ramp. Although the board had addressed the same issue in years passed, Mr. Shoemaker had brought the issue forward again. Mr. Kennedy said that he had spoke with the FAA in Fort Worth and that they stated that there were no FAA compliance issues as long as Kerrville Aviation has permission from the airport authority to use the ramp for that purpose. Mr. Kennedy further stated that his company takes full responsibility for the safety and direction of traffic both in the air and on the ground during these events. Mr. McKenzie noted that Kerrville Aviation does notify him prior to any such event. Mr. Kennedy then requested permission from the board for parking on the ramp for non-profit events as long as safety is maintained. The airport manager has authority to regulate this type of activity. There was a consensus among the members of the board that no action was needed on their part, since FAA had stated that the activity was in compliance and that the airport manager would be notified prior to these events. The board stated that Mr. Kennedy could continue these events.

## **6B. Business permits at the airport as it relates to the Airport Code.**

Mr. King stated that the Airport Code required any person conducting commercial activities at the airport to have a valid Airport Business Permit. He said that permits should be assigned per those standards to prevent future problems or issues and that all tenants at the airport should comply. He further stated that this particular standard had not been enforced. Mr. Bobertz directed Mr. McKenzie to start a project to implement the standard and provide the board with a status report at the June meeting. He also requested that Mr. McKenzie use the new permit.

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

### **• Flight instructors insurance.**

- Article IID (d) of the Airport Code requires flight instructors to maintain premise insurance. Mr. McKenzie stated that currently none of the flight instructors have this type of insurance. Unless the board objected, Mr. McKenzie said that he would require all flight instructors to have a copy of their premise insurance policy on file with the Airport Manager's office no later than July 1, 2008, in order to comply with Minimum Operating Standards. He explained to the board that premise insurance would protect the airport from any liability that may incur should there be an accident during any flight training activities. The board unanimously agreed that Mr. McKenzie proceed with the enforcement of the code in regard to this issue.

### **• Taxiway for Mooney.**

- Mr. McKenzie stated that he would be working with city engineers on a cost estimate for constructing a 500-foot blacktop taxiway for Mooney. The taxiway could be a resolution to the issue of Mooney towing aircraft partially down the runway in order to transport planes from their maintenance facility to their paint facilities. It was not clear how the construction of the taxiway could or would be funded. In order to prevent any accidents the board directed Mr. McKenzie to develop and implement operational procedures in lieu of constructing the taxiway at this time.

### **• Taxiway relocation project.**

- A pre-bid meeting would be organized and held by TxDOT on May 22, 2008 for possible contractors. The bid date is scheduled for June 4, 2008 at city hall. TxDOT will handle all the advertising and organizing for the bid process. The anticipated start date for the project is August and should take no longer than 10 months depending on weather, etc.

### **• Soil removal from perimeter fencing.**

- Mr. McKenzie began the process of removing the soil that is along the bottom of the perimeter fencing. The city maintainer is being used to remove the very top portion of the soil. Complete removal of all 8-10 inches of soil will require manual labor. Commissioner Letz suggested that he could place a request for the use of trustee workers to remove the soil on the next Commissioners Court agenda. A suggestion was made that a high pressure water truck could possibly be used to remove the soil. Commissioner Letz stated the he would talk to the County Road and Bridge Department regarding the use of their water truck.

- **June meeting of the board.**
  - The next meeting of the board will be scheduled for June 16, 2008 since Mr. McKenzie will be out of town on June 9, 2008.

**8. Adjournment**

Mr. Vogt moved to adjourn. Mr. King seconded the motion. The motion passed 3-0 and the meeting adjourned at 4:30 p.m.

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

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Roger Bobertz, President

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Heather M. Spivey, Deputy City Clerk