

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

**KERRVILLE, TEXAS
JUNE 8, 2009**

On Monday, June 8, 2009, a regular meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 3:32 p.m. by Stephen King, Vice-President, at the Airport Terminal, Louis Schreiner Field, Kerrville, Texas.

Members Present:

Stephen W. King, Vice-President
Mark Cowden
Tom Moser
Fred Vogt

Members Absent:

Airport Board Staff Present:

Bruce McKenzie, Airport Manager

City Staff Present:

Jennifer Yarbrough, Budget Analyst
Charlie Hastings, Director of Public Works
Kristine Ondrias, Director of General Services
Dorothy Miller, Secretary, General Services

CALL TO ORDER

2. CONSIDERATION AND POSSIBLE ACTION:

- 2A. Approve the minutes of the January 13, 2009 special meeting
Mr. Moser moved to approve minutes as amended; motion seconded by Mr. Cowden and passed 4-0.
- 2B. Approve the minutes of the April 29, 2009 workshop
Mr. Vogt moved to approve minutes as amended; motion seconded by Mr. Moser and passed 4-0.
- 2C. Approve the minutes of the May 4, 2009 regular meeting
Mr. Moser moved to approve minutes as amended; motion seconded by Mr. Cowden and passed 4-0.
- 2D. Election of Officers (Steve King)
Mr. Vogt nominated Mr. King for president; nomination was seconded by Mr. Cowden. Mr. Moser declared Mr. King president by acclamation. Nomination passed 4-0.
- Mr. Cowden nominated Mr. Vogt for vice-president; nomination was seconded by Mr. Moser. Nomination passed 4-0.
- 2E. Review May 2009 Financials (Josh Selleck)
Mrs. Yarbrough reported in Mr. Selleck's absence. Mrs. Yarbrough stated the financials have been reformatted and reflects the most current as of May 30th. Capital improvements were not reflected as of yet. Mr. Cowden moved to approve the financials; motion was seconded by Mr. Vogt and passed 4-0.

- 2F. **Select Design Engineer for Fire Flow Water Requirements (Charlie Hastings)**
Mr. Hastings stated BWR Engineering was the most qualified firm. Their Initial proposal was \$119,781, which was renegotiated down to \$74, 948. Mr. Hastings recommended authorizing the Airport Manager or the Airport Board president to enter into a contract with BWR. Mr. Vogt moved to authorize the Airport Board president to sign a letter entering into a contract with BWR Engineering; motion was seconded by Mr. Moser and passed 4-0.
- 2G. **Proposed FY10 Budget (Bruce McKenzie)**
Mr. McKenzie distributed copies of the Airport's budget. Mrs. Yarbrough distributed an updated budget. Mr. McKenzie discussed minor changes to the budget. Mr. Moser moved to accept the budget as presented; motion was seconded by Mr. Cowden and passed 4-0.
- 2H. **Phase II Drainage/Taxiway Relocation Budget Amendment (Josh Selleck)**
Mrs. Ondrias reported in Mr. Selleck's absence. Mrs. Ondrias stated the Board needs to approve a budget amendment to accept incoming funds from City and County. Mr. Cowden moved to amend budget by \$150,000 to accept City and County contribution for Phase II; motion was seconded by Mr. Vogt and passed 4-0.
- 2I. **Proposed New Taxiways & T-Hangar Development**
Mr. McKenzie stated he had previously requested, from TxDOT Aviation, a grant to build additional taxiways and taxi lanes to enhance the probability of further development and hangar construction on the Airport, which TxDOT has approved. On May 28th, Michelle Hannah and John Greer with TxDOT Aviation visited the Airport for a Project Development Meeting. Mr. King and Mr. McKenzie discussed the proposal of building a new taxiway through funding from Phase II. Mr. McKenzie distributed aerial photos of the proposed taxiway and possible t-hangar development. Page one of the distributed photos shows building the taxiway only; page two shows the taxiway plus proposed t-hangars. Board discussed proposal.
- 2J. **Discuss Personnel Matters (regarding Airport Manager and Executive Assistant in Executive Session) (Steve King)**
Mr. King stated the Board would be discussing personnel matters regarding the Airport Manager and Executive Assistant during Executive Session under section 551.074 (personnel matters) of Chapter 551 of the Government Code of the State of Texas.
3. **INFORMATION AND DISCUSSION:**
- 3A. **Phase I Taxiway/Drainage Update**
Mr. McKenzie reported the contractor has placed in excess of 4,000 tons of hot mix asphalt pavement. This is on the new Mooney taxiway, Taxiway Alpha, Taxiway Foxtrot, and Runway 03/21. Today encasement for the 12 inch water line is being set in place. Tomorrow the 6x3 culvert boxes will be set in place. Completion of the project is expected by mid September.

- 3B. **Grant for Phase II Update**
Mr. McKenzie stated the grant money is coming but does not have a definitive date as to when.
- 3C. **New Proximity Reader Access Control for Perimeter Gates**
Mr. McKenzie reported the Airport is changing all keypads on entry gates. Those requesting and needing access will be issued a card that will be waved in front of a sensor to gain entry access. This new change will prevent unauthorized entry at night. If something happens, Airport staff will know whose card was used to gain entry.
- 3D. **Ramp Grant Update**
Mr. McKenzie reported the Airport has a \$50,000 ramp grant and an additional \$50,000 from TxDOT Aviation for upgrades on the Airport. Mr. McKenzie stated TxDOT continues to amend the contract so the ramp grant money isn't being spent yet. Mr. McKenzie assured the Board the Airport is not losing any money. Amending the contract is a better way to facilitate it.
- 3E. **American Association of Airport Executives Conference in Philadelphia**
Mr. McKenzie reported he is going to the AAAE conference June 15 – 18, 2009.

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

During Executive Session, a motion was made regarding personnel matters. Mr. Vogt moved to approve salary increases for the Airport Manager and Executive Assistant; motion was seconded by Mr. Cowden and passed 4-0.

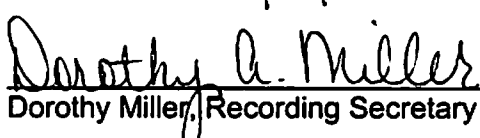
6. **ADJOURNMENT**

Mr. King announced a special meeting of the Kerrville-Kerr County Joint Airport Board will be held on June 24, 2009 at 1:30 p.m. The Board's next regular meeting is scheduled for July 13, 2009.

Mr. Vogt moved to adjourn the meeting; motion was seconded by Mr. Cowden and passed 4-0. Meeting was adjourned at 5:51 p.m.



Stephen King, President

APPROVED: 7/8/09


Dorothy Miller, Recording Secretary