

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

**KERRVILLE, TEXAS
AUGUST 10, 2009**

On Monday, August 10, 2009, 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 W. King, President
Mark Cowden
Tom Moser

Members Absent:

Fred Vogt, Vice President

Airport Board Staff Present:

Bruce McKenzie, Airport Manager

City Staff Present:

Kristine Ondrias, Director of General Services
Josh Selleck, Director of Finance
Charlie Hastings, Director of Public Works
Mike Wellborn, City Engineer
Dorothy Miller, Secretary, General Services

CALL TO ORDER

2. CONSIDERATION AND POSSIBLE ACTION:

- 2A. Approve the minutes of the July 8, 2009 Airport Board meeting
Mr. Cowden moved to approve the minutes of July 8th; motion was seconded by Mr. Moser and passed 3-0.
- 2B. Monthly Financials (Josh Selleck)
Mr. Selleck discussed the Airport's monthly financials. Revenues for this period were \$34,228 primarily being intergovernmental transfers for a year-to-date revenue of \$425,884. Expenditures for this period were \$40,534. Items noted as being over budget will be offset by Other Expenses, line item 47-800-410, Contingency.
- 2C. Review and discussion of monthly financial reporting format, including balance sheets and cash reconciliation reports (Josh Selleck)
Mr. Selleck distributed Airport Financials Balance Sheet, Statement of Revenues, Expenses and Changes in Fund Net Assets, and Airport Capital Improvement Projects and discussed. Mr. Selleck explained the differences between the cash balance in the Airport operating fund and the available cash balance as well as the unexpended balance from prior projects that is available for other projects. Commissioner Letz suggested holding a workshop to discuss how reserve funds are handled and how the interlocal agreement works. Mr. Selleck stated the sheets distributed will be included in the Board's monthly agenda packet. Mr. King moved to approve the monthly financials for item 2B and 2C; motion seconded by Mr. Moser and passed 3-0.
- 2D. Site Plan Cost for Possible T-Hangar Construction (Mike Wellborn)
Mr. Wellborn provided the Board a large copy of the site plan for their review and discussion.

- 2E. **Mike Bridges Request for Shade Hangar (Bruce McKenzie)**
Mr. McKenzie reported Mr. Bridges' desire to build a shade hangar near the entrance road. Mr. McKenzie stated he explained to Mr. Bridges such a structure would need to be approved by the City and be engineered. Mr. King stated the need to review the minimum standards for building hangars and moved to table the discussion of item 2E until next month; motion was seconded by Mr. Moser and passed 3-0.
- 2F. **Update on Water Line Engineering (Charlie Hastings)**
Mr. Hastings reported that BWR had been hired to do the engineering for this project and gave a brief review to-date. Mr. Hastings stated the engineers have completed their surveying and preliminary alignment and discussed the three options that were looked at. Mr. Scott Wetzel of BWR distributed a Fire Water Flow Enhancements project review and discussed the three options reviewed, stating options 1 and 2 were not feasible. He also stated cost estimates were based on preliminary information and do not include engineering. Mr. Wetzel distributed preliminary designs to Board members for review. Mr. McKenzie stated he will inquire as to whether or not this project qualifies under TxDOT per the request of Commissioner Letz. Mr. Moser moved to proceed with option 3 as presented; motion seconded by Mr. Moser and passed 3-0.
- 2G. **Strategic Plan Review (Stephen King/Tom Moser)**
Mr. Moser distributed a strategic plan handout entitled, "Having a Positive Image of the Airport". Mr. Moser reported input had been received from last month's discussion and declared this item of the strategic plan to be complete. Mr. Moser stated each month a new strategic plan item will be presented to allow Board input and comments and the following month the item will be finalized. Next month's strategic plan discussion will be interim management service contract.
- 2H. **Search for new Airport Board Member (Executive Session, Stephen King)**
Mr. King stated this item will be discussed during executive session.
- 2I. **Interim Management Services Agreement (Mark Cowden)**
Mr. Cowden distributed to Board members the Interim Management Services Agreement contract and a list of services and possible stand alone services. Mr. Cowden will discuss the contract with Mr. McKenzie and Mr. King and discuss at next month's meeting.
- 2J. **Discuss Airport development and funding sources between City and County (Stephen King)**
Mr. King requested an update on the airport portion of the meeting held between County Commissioners and City Council. Commissioner Letz stated the meeting consisted of discussion regarding funding for capital items and explained how the County would like to fund CIPs. Mr. Selleck discussed the City's funding ideas. Commissioner Letz suggested accelerating all projects to 2010 (t-hangars, new taxiways, etc.) and prioritize projects in case full funding is not attainable.
- 3. INFORMATION AND DISCUSSION:**
- 3A. **Phase I Taxiway/Drainage Update**
Mr. McKenzie stated Phase I is complete pending some minor finish-ups. Mr. McKenzie reported the funding process for Phase II is also complete, therefore the project will move forward. Advertisements for bids will begin August 16 followed by a pre-bid meeting August 26 and the bid opening on September 9.

3B. Update on Taxiway/Runway Sealing
Mr. McKenzie reported the pavement sealing of Runway 03/21, Taxiway Foxtrot and parallel Taxiway Alpha is complete. The tentative schedule is to re-stripe runway and taxiways beginning August 13th.

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**

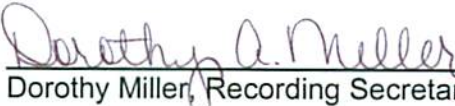
No action was taken during the executive session.

6. **ADJOURNMENT**

Mr. Cowden moved to adjourn the meeting; motion was seconded by Mr. Moser and passed 3-0. Meeting adjourned at 5:47p.m.



Stephen King, President

APPROVED: 10/12/09


Dorothy Miller, Recording Secretary