

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

**KERRVILLE, TEXAS  
SEPTEMBER 21, 2009**

On Monday, September 21, 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  
Fred Vogt, Vice President  
Mark Cowden  
Tom Moser

**Airport Board Staff Present:**

Bruce McKenzie, Airport Manager

**City Staff Present:**

Josh Selleck, Finance Director  
Dorothy Miller, Executive Secretary

**CALL TO ORDER**

**1. VISITORS FORUM:**

Mr. Selleck stated he had been assigned to serve as city liaison to the Airport Advisory Board.

**2. CONSIDERATION AND POSSIBLE ACTION:**

**2A. Approve the minutes of the August 10, 2009 Airport Board meeting**

Mr. Moser moved to approve the minutes of August 10, 2009; motion was seconded by Mr. Cowden. Mr. Vogt asked that the minutes be amended under item 2G. Minutes were approved as amended and passed 3-0.

**2B. Monthly Financials (Josh Selleck)**

Mr. Selleck discussed July and August financials. Mr. Selleck reported at the end of July the Airport's available cash balance was \$152,396. At the end of August the Airport's available cash balance was \$170,733. Airport Capital Improvement Projects Fund 74 cash balance as of the end of August is \$429,528 with an unallocated cash balance of \$149,507. Mr. Selleck asked when financials are not presented at the previous months meeting, if the Board prefers to see only the most current month's financials or if they would like to see each month's. The Board stated they would like to see each month's. Mr. Cowden moved to accept the July and August financials; motion was seconded by Mr. Moser and passed 4-0.

**2C. Approve Resolution for the Airport Master Plan Update (Bruce McKenzie)**

Mr. McKenzie asked the Board to approve the resolution for the Airport Master Plan update. Mr. McKenzie stated the cost of the master plan is \$175,000 of which the Airport pays 10% from capital funds. Mr. Vogt moved that the resolution be signed and sent to TxDot; motion was seconded by Mr. Cowden and passed 4-0.

**2D. Asphalt Seal (Cold-Tar Seal), crack sealing and Re-striping of runway 12/30 via RAMP Grant (Bruce McKenzie)**

Mr. McKenzie asked for the Board's permission to proceed with the asphalt seal, crack sealing and re-striping of runway 12/30 using a RAMP grant. The Board agreed and assigned Mr. McKenzie to the engineering work necessary. Mr. Selleck stated he will

check with Mike Wellborn, Director of Engineering, regarding doing the bid process per Mr. McKenzie's request.

- 2E. Airport Minimum Standards as related to new construction (Bruce McKenzie)  
Mr. McKenzie recommended amending the Airport Code regarding the minimum standards related to new construction of shade hangars and t-hangars. Board discussed and approved amendments to Section 3.A.09 Airport hangars, item d. Board also approved additional amendments, which include adding design standards promulgated by the FAA; removing what the Airport Board shall or shall not do; adding the statement *"any hangar constructed, including specifications and color, shall be approved by the Airport Manager"*.
- 2F. Annexation of Stokes property (Josh Selleck)  
Mr. Selleck stated the annexation of the Stokes property requires a request being made on behalf of the Airport to the city to annex the property. Mr. Selleck requested permission to allow the Airport Manager and the Airport Board president to sign where appropriate to make that request to the city council. Mr. Moser moved to approve permission; motion was seconded by Mr. Cowden and passed 4-0.
- 2G. Proposed T-Hangar Construction (Steve King)  
Mr. King reported approximately \$850,000 was approved by the county for the Airport's master plan, installation of the waterline and construction of new t-hangars. This amount represents one half the total costs for each project. Mr. Vogt and Mr. McKenzie will speak with BWR and Wilbur Smith regarding plans for t-hangar construction. Mr. Moser stated he wants to get a pre-construction reserve so the Airport can secure the number of people interested in leasing a hangar. Mr. Vogt stated he wants to discuss zoning under the strategic plan review at the next board meeting.
- 2H. New Airport Board Member Selection Process. Possible interview and vote on new Airport Board member candidate (Steve King – Executive Session)  
Mr. King stated this item shall be discussed during executive session.
- 2I. Strategic Plan Review – Interim Management Services Contract (Steve King)  
Mr. King discussed the meeting held between Mr. Cowden, Mr. McKenzie and himself at which time they preliminarily reviewed the services offered under the Interim Management Services contract and which entity could perform each service listed. Mr. King asked for the county's input. Commissioner Williams stated there were certain services in the contract that the county could bid on. Those services include legal, financial, purchasing, information technology, grant management, and property, casualty and premises liability insurance.
3. **INFORMATION AND DISCUSSION:**
- 3A. Phase I and II Drainage/Taxiway relocation  
Mr. McKenzie reported Phase I is nearly complete. Cash Construction Company will begin Phase II in approximately six weeks. Phase II is being partly funded by stimulus funding with the air side being funded at 100% and the roadway being a 95/5 split.
- 3B. MAPA Fly-In/Conference  
Mr. McKenzie reported the MAPA Fly-In/Conference was held last week with 30 airplanes attending. Mr. McKenzie also reported the new welcome sign requested by the Board is in place as well as a sign-in book.

4. **EXECUTIVE SESSION:**

Executive session was held to discuss item 2H as stated under Section 551.074 of Chapter 551 of the Government Code of the State of Texas.

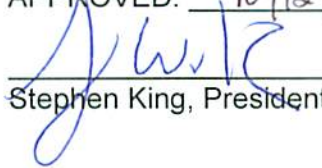
5. **ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION**

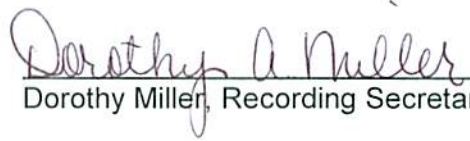
No action was taken during executive session.

6. **ADJOURNMENT**

Mr. Cowden moved to adjourn the meeting; motion was seconded by Mr. Moser and passed 4-0. Meeting adjourned at 5:45 p.m.

APPROVED: 10/12/09

  
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Stephen King, President

  
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Dorothy Miller, Recording Secretary