

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

**Board Meeting
October 6, 2008**

On Monday, October 6, 2008, the meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 1:00 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 (arrived at 1:05)
Fred Vogt

Members Absent:

Airport Board Staff Present:

Bruce McKenzie, Airport Manager

City Staff Present:

Heather M. Spivey, Deputy City Secretary
Josh Selleck, Director of Finance
Kristine Ondrias, Director of General Services

2. Visitors/Citizens Forum:

No one spoke.

3. Approve the minutes of the September 8 and September 24, 2008 meetings.

Mr. Bobertz requested that in the September 24, 2008 minutes, Mr. Locke's name be corrected from "Lock" to "Locke" and also requested that the "runway 321, be corrected to read "runway 3-21".

Mr. Vogt moved to approve the minutes as amended. Mr. Bobertz seconded the motion. The motion passed 2-0.

4. Monthly Financials:

Mr. Selleck presented the financials for the month of August. Mr. Selleck stated that August revenues were at 92%. He explained that the budget for the airport manager's vehicle had been moved from the Transfer to Capital line item to the Capital Outlay-Motor Vehicle line item. He also stated that expenditures for the terminal were approximately \$4,000 over the budget but when looking at the bottom-line the airport was within the overall budget for fiscal year 2008. Mr. Selleck explained that he did not usually run September financials because the fiscal year had not yet closed and the numbers had not been audited for accuracy. Mr. Bobertz requested that Mr. Selleck provide September financials to the board at the November meeting. Mr. Selleck said that he would do so, but that the numbers would be preliminary and unaudited.

Mr. Selleck also stated that the recent interlocal agreement required an audit be performed for the airport by December 1st. The city's auditor said that he could not meet the deadline for the fiscal year 2008 airport audit, but could meet that deadline

for fiscal year 2009. Mr. Selleck explained that all year end financials are audited, but that a separate full audit had not been performed or required for the airport in the past. He also stated that the city's audit was required to be filed by March 31st of the next fiscal year, which is the normal audit cycle. Mr. Bobertz stated that in light of the information provided that the board should be excused from the December 1st audit requirement and that it be moved to the normal audit cycle deadline of March 31st. Mr. Selleck stated that he would research the issue with Mike Hayes and fully discuss the matter at the next meeting.

Mr. Vogt moved to approve the financials as presented. Mr. King seconded the motion. The motion passed 3-0.

5. Discussion and Possible Action:

5A. Possible airport board priorities.

1. Fiscal 2009 Budget Forecast

Mr. Bobertz suggested that board look again at the fiscal year 2009 budget forecast, because some changes might be necessary later on in the year to accommodate the board's needs. He stated that the board should consider policies and procedures for mid-year budget adjustments.

2. Taxiway Relocation Phase 2 Funding

Mr. Bobertz stated that at some point in the near future the board should discuss how much local funding would be required for Phase 2 of the Taxiway Relocation Project and how to obtain those funds. The grant money would not be available until October 1, 2010 at the earliest, but local funding would have to be in place prior to requesting the grant funds.

3. Airport Vision Statement

There was a consensus among the members that they should schedule a work session after all five members were installed in order to create a vision statement for the airport. Mr. Bobertz suggested that they could use the statement from the airport business plan as a starting point.

4. Airport Financial Tutorial with Josh Selleck

Mr. Bobertz stated that once all five members of the board were seated, he would like to schedule a tutorial session with Mr. Selleck regarding airport financials. Mr. Bobertz suggested that one session be scheduled to discuss the basics and that additional sessions be scheduled if necessary. The board agreed that one topic they would like to discuss is how to request the appropriation of any or all of the unappropriated cash balance which is carried forward at fiscal year end and whether that could be handled by establishing a contingency fund. Mr. Selleck stated that there were no procedures as of yet on how to amend the budget. He suggested that they start with the tutorial and work out the details for management of the budget based on that discussion. There was a consensus among the board that a tutorial would be scheduled when all members were seated on the board.

5B. Date of next airport board meeting.

Mr. King moved that the regular meetings of the board be held on the second Monday of every month at 1:00 p.m., with the next regular meeting being held on November 10, 2008. Mr. Bobertz seconded the motion. The motion passed 3-0.

6. Announcements and General Updates:

6A. Taxiway relocation project.

Mr. Bobertz advanced item 6A in front of item 5C. Mr. McKenzie announced that the contractors had moved 89,202 cubic yards of material out of the total 209,000 cubic yards that would be moved. He stated that the project was ahead of schedule. Mr. Vogt asked if any of the tenants had issues related to the project. Mr. McKenzie stated that the contractors had built a temporary taxiway for Mooney to utilize during the construction. He also explained that at some point during the project that the T-Hangar tenants might be isolated from the taxiway and runway for an approximately 10-day window. He stated that those tenants affected would be notified once he had a more definite date regarding the closure. Mr. Joe Kennedy stated that he would accommodate as many of the affected tenants that would require runway access as possible during that period.

Mr. McKenzie announced that an EAA sponsored fly-in and barbeque would be held at the airport during the upcoming weekend.

Mr. Bobertz announced that he would be out of town October 21 through November 17 and directed Mr. King to handle any airport board related business during his absence.

5C. Select nominees to fill two vacancies on the board.

Mr. Bobertz stated that all applicants had been updated via email regarding the status of the vacancies on the board. He then suggested the board move to executive session to further deliberate the selection of nominees.

7. 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.

At 1:45 p.m., the board recessed to executive session under section 551.074. At 3:15 p.m., the executive session ended and the board returned to open session at 3:15 p.m.

8. Action on items discussed in executive session.

Mr. Bobertz moved that the board nominate Mark T. Cowden and Thomas L. Moser and that the applicants' names be presented to the city and county for approval as appointments to the board. Mr. Vogt seconded the motion. The motion passed 3-0.

Mr. Bobertz moved to authorize the airport manager to offer a part-time position to Laurie DeJohn-Ermev at a pay rate to be determined by the airport manager after consulting with the county regarding payroll issues. Mr. King seconded the motion. The motion passed 3-0.

9. Adjournment

Mr. King moved to adjourn the meeting. Mr. Vogt seconded the motion. The motion passed 3-0. The meeting adjourned at 3:20 p.m.

APPROVED: _____

Roger Bobertz, President

Heather M. Spivey, Deputy City Secretary