

AGENDA  
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD  
MONDAY, AUGUST 10, 2009, 3:30 p.m.  
AIRPORT TERMINAL CONFERENCE ROOM  
1877 AIRPORT LOOP ROAD, KERRVILLE, TEXAS

**CALL TO ORDER**

**1. VISITORS FORUM:**

At this time, any person with business not scheduled on the agenda may speak to the airport board. No deliberation or action can be taken on these items because the Open Meetings Act requires an item be posted on an agenda 72 hours before the meeting. Visitors are asked to limit presentations to three minutes.

**2. CONSIDERATION AND POSSIBLE ACTION:**

- 2A. Approve the minutes of the July 8, 2009 Airport Board meeting P. 1
- 2B. Monthly Financials (Josh Selleck) P. 3
- 2C. Review and discussion of monthly financial reporting format, including balance sheets and cash reconciliation reports (Josh Selleck)
- 2D. Site Plan Cost for Possible T-Hangar Construction (Mike Wellborn) P. 8
- 2E. Mike Bridges Request for Shade Hangar (Bruce McKenzie)
- 2F. Update on Water Line Engineering (Charlie Hastings)
- 2G. Strategic Plan Review (Stephen King/Tom Moser)
- 2H. Search for new Airport Board Member (Executive Session, Stephen King)
- 2I. Interim Management Services Agreement (Mark Cowden)
- 2J. Discuss Airport development and funding sources between City and County (Stephen King)

**3. INFORMATION AND DISCUSSION:**

- 3A. Phase I Taxiway/Drainage Update
- 3B. Update on Taxiway/Runway Sealing

**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**

**6. ADJOURNMENT**

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The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-257-8000 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the City Hall of the City of Kerrville, Texas, and said notice was posted on the following date and time: \_\_\_\_\_ at \_\_\_\_\_ and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

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Deputy City Secretary, City of Kerrville, Texas

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**DRAFT**

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

**KERRVILLE, TEXAS  
JULY 08, 2009**

On Wednesday, July 8, 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:**

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 June 8, 2009 Airport Board meeting  
Mr. Vogt moved to approve the minutes of the June 8<sup>th</sup> meeting; motion was seconded by Mr. Moser and passed 4-0.
- 2B. Approve the minutes of the June 24, 2009 special meeting  
Mr. Moser moved to approve the minutes of the June 24<sup>th</sup> special meeting as amended; motion was seconded by Mr. Vogt and passed 4-0.
- 2C. Airport board formal approval to seal coat and re-stripe Runway 03/21, parallel taxiway for Runway 03/21 and parallel taxiway A (Bruce McKenzie)  
Mr. McKenzie distributed copies of the proposal for seal coating and re-striping the runway and requested the Board's formal approval. Mr. King moved to approve expenditure for seal coat and striping Runway 03/21 and parallel taxiway as proposed; motion seconded by Mr. Vogt and passed 4-0.
- 2D. Equipment for "power outage" notification (Bruce McKenzie)  
Mr. McKenzie reported on the several power outages at the Airport caused by the construction. He stated there is equipment available that reports when there is a power outage via radio (police, sheriff, etc.). Mr. McKenzie stated the Airport doesn't have very many power outages unless there is a storm or a construction phase and noted the cost of the equipment is over \$8,000. Mr. King stated loss of power is a safety issue. The Board recommended looking at other options that may be more cost effective. Mr. McKenzie stated the equipment is RAMP grant eligible.
- 2E. Airport Property Cleanup (Fred Vogt)  
This item was moved to 2G.
- 2F. Possible T-Hangar development adjacent existing T-Hangars (Bruce McKenzie)  
Mr. McKenzie reported he received an email from TxDOT stating they will not be able to do the hangar access taxi lane and apron around the new hangar of the project. Mr. King

**DRAFT**

asked the Board if they want to pursue constructing a new hangar. Mr. McKenzie stated he will talk to Charlie Hastings for preliminary costs.

**2G. Strategic Plan Review (Steve King or Tom Moser)**

Mr. Moser stated the Board will discuss one item of the strategic plan each month. Mr. Moser distributed a handout and the Board discussed how to implement "Having a positive image of the airport". Mr. King suggested the Board send their ideas via email to Mr. McKenzie.

**3. INFORMATION AND DISCUSSION:**

**3A. Phase I Taxiway/Drainage Update**

Mr. McKenzie reported the contractor is scheduled to start paving on July 15<sup>th</sup> and then Mr. McKenzie will do the seal coat and re-stripe the runway. Mr. McKenzie also reported the 12-inch waterline has been installed. Mr. King stated he met with the City and was told if water restrictions go into Stage 3 the City will no longer provide water for construction. Mr. McKenzie stated they have enough water to finish Phase 1, which will be provided by Martin Marietta.

**6. ADJOURNMENT**

Mr. Moser moved to adjourn the meeting; motion was seconded by Mr. Cowden and passed 4-0. Meeting adjourned at 4:34 p.m.

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

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Stephen King, President

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Dorothy Miller, Recording Secretary

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: JUNE 30TH, 2009

47 -AIRPORT FUND  
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
<u>INTERGOVERNMENTAL REVENUE</u>					
47-6306 TXDOT-REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
47-6322 KERR COUNTY - PROJECT MATCH	100,000.00	2,083.33	20,833.30	20.83	79,166.70
47-6347 KERR COUNTY - CONTRIBUTION	162,000.00	13,500.00	135,000.01	83.33	26,999.99
47-6361 CITY - PROJECT MATCH	100,000.00	2,083.33	18,749.97	18.75	81,250.03
47-6362 CITY - CONTRIBUTION	<u>162,000.00</u>	<u>13,500.00</u>	<u>121,500.00</u>	<u>75.00</u>	<u>40,500.00</u>
TOTAL INTERGOVERNMENTAL R	524,000.00	31,166.66	296,083.28	56.50	227,916.72
<u>INTEREST AND MISCELLANEOU</u>					
47-6901 LEASES	128,050.00	0.00	63,212.25	49.37	64,837.75
47-6902 FUEL FLOW FEES	36,000.00	2,700.54	23,075.64	64.10	12,924.36
47-6903 TERMINAL LEASE	13,145.00	0.00	9,559.34	72.72	3,585.66
47-6904 T-HANGAR LEASE	44,000.00	0.00	29,487.50	67.02	14,512.50
47-6905 VEHICLE RENT-SURCHARGE	3,500.00	258.22	2,144.43	61.27	1,355.57
47-6906 STORAGE RENTAL	1,300.00	0.00	0.00	0.00	1,300.00
47-6908 DAILY RENT T- HANGAR	0.00	0.00	0.00	0.00	0.00
47-6911 INTEREST REVENUE	7,000.00	102.33	2,322.27	33.18	4,677.73
47-6989 MISCELLANEOUS REVENUE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INTEREST AND MISCEL	232,995.00	3,061.09	129,801.43	55.71	103,193.57
<u>TRANSFERS IN</u>					
47-7001 TRANSFER - GENERAL	0.00	0.00	0.00	0.00	0.00
47-7040 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
47-7070 TRANSFER IN	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
*** TOTAL REVENUES ***	756,995.00	34,227.75	425,884.71	56.26	331,110.29

CITY OF KERRVILLE  
 FINANCIAL STATEMENT  
 AS OF: JUNE 30TH, 2009

47 -AIRPORT FUND  
 00-HCN-DEPARTMENTAL  
 DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
47-800-001	SALARIES AND WAGES	0.00	0.00	0.00	0.00
47-800-002	OVERTIME	0.00	0.00	0.00	0.00
47-800-003	TEMPORARY EMPLOYEE	0.00	0.00	0.00	0.00
47-800-004	LONGIVITY	0.00	0.00	0.00	0.00
47-800-005	SOCIAL SECURITY	0.00	0.00	0.00	0.00
47-800-006	RETIREMENT	0.00	0.00	0.00	0.00
47-800-007	GROUP INSURANCE	0.00	0.00	0.00	0.00
47-800-008	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00
47-800-010	PROFESSIONAL DEVELOPMENT	0.00	1,738.31	4,834.32	0.00 ( 4,834.32)
47-800-011	LOCAL MEETING EXPENSE	0.00	0.00	30.22	0.00 ( 30.22)
	TOTAL PERSONNEL	0.00	1,738.31	4,864.54	0.00 ( 4,864.54)
<u>SUPPLIES</u>					
47-800-101	OFFICE SUPPLIES	1,540.00	0.00	1,681.44	109.18 ( 141.44)
47-800-102	SMALL TOOLS AND EQUIPMENT	700.00	0.00	401.30	57.33 298.70
47-800-103	CHEMICAL AND MEDICAL SUPP	4,000.00	0.00	2,515.76	62.89 1,484.24
47-800-104	FUEL AND OIL SUPPLIES	0.00	42.47	384.67	0.00 ( 384.67)
47-800-105	FOOD SUPPLIES	400.00	0.00	( 217.36)	54.34- 617.36
47-800-106	JANITORIAL SUPPLIES	800.00	229.80	1,074.14	134.27 ( 274.14)
47-800-110	POSTAGE/UPS/FED-EX	750.00	0.00	89.90	11.99 660.10
47-800-111	COMPUTER UPGRADE	0.00	0.00	0.00	0.00 0.00
47-800-112	COMPUTER SOFTWARE PURCHAS	0.00	0.00	0.00	0.00 0.00
47-800-132	SOD, SEED, PLANTING	0.00	0.00	0.00	0.00 0.00
	TOTAL SUPPLIES	8,190.00	272.27	5,929.85	72.40 2,260.15
<u>MAINTENANCE</u>					
47-800-201	LAND	45,500.00	10,650.33	17,565.13	38.60 27,934.87
47-800-202	BUILDINGS AND STRUCTURES	34,000.00	1,893.75	10,027.94	29.49 23,972.06
47-800-203	MAINTENANCE - CITY GARAGE	0.00	0.00	0.00	0.00 0.00
47-800-204	PARTS @ CITY GARAGE	0.00	0.00	653.91	0.00 ( 653.91)
47-800-205	OFFICE EQUIPMENT	1,680.00	202.95	1,385.12	82.45 294.88
47-800-206	INSTRUMENTS AND APPARATUS	16,600.00	0.00	8,325.74	50.16 8,274.26
47-800-207	STREETS	0.00	0.00	0.00	0.00 0.00
47-800-208	TRAFFIC CONTROL DEVICES	100.00	0.00	( 658.98)	658.98- 758.98
47-800-209	TAXIWAYS/RUNWAYS	0.00	0.00	0.00	0.00 0.00
47-800-212	REPAIRS-NOT CITY GARAGE	0.00	0.00	286.02	0.00 ( 286.02)
47-800-214	RAMP GRANT MATCH	0.00	0.00	0.00	0.00 0.00
	TOTAL MAINTENANCE	97,880.00	12,747.03	37,584.88	38.40 60,295.12
<u>SERVICES</u>					
47-800-301	PHONE SERVICE	1,068.00	79.42	441.62	41.35 626.38
47-800-302	LIGHT AND POWER	9,500.00	500.07	4,921.84	51.81 4,578.16
47-800-303	NATURAL GAS	0.00	0.00	1,628.25	0.00 ( 1,628.25)
47-800-304	WATER & SEWER	750.00	45.01	311.12	41.48 438.88
47-800-305	LEGAL SERVICE	0.00	0.00	0.00	0.00 0.00
47-800-306	SPECIAL SERVICES	30,000.00	0.00	4,438.37	14.79 25,561.63
47-800-307	INSURANCE	12,000.00	0.00	0.00	0.00 12,000.00

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: JUNE 30TH, 2009

47 -AIRPORT FUND  
00-NON-DEPARTMENTAL  
DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
47-800-311 NETWORK SERVICES	1,300.00	0.00	0.00	0.00	1,300.00
47-800-313 HIRE OF EQUIPMENT	3,100.00	39.50	1,143.37	36.88	1,956.63
47-800-316 ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00
47-800-347 MANAGEMENT CONTRACT	353,851.35	20,916.66	205,567.80	58.09	148,283.55
47-800-347-01 REIMBURSE COUNTY - EMP CO	0.00	0.00	66,996.21	0.00	( 66,996.21)
47-800-348 OUTSOURCED SERVICES	0.00	0.00	0.00	0.00	0.00
47-800-350 CONTINGENCY-OUTSOURCED SE	0.00	0.00	0.00	0.00	0.00
TOTAL SERVICES	412,569.35	21,580.66	285,448.58	69.19	127,120.77

OTHER EXPENSES

47-800-401 CERTIFICATES, AWARDS, ETC	0.00	0.00	585.72	0.00	( 585.72)
47-800-402 DUES AND SUBSCRIPTIONS	0.00	0.00	131.40	0.00	( 131.40)
47-800-405 OTHER CHARGES	4,800.00	0.00	2,665.00	55.52	2,135.00
47-800-410 CONTINGENCY	15,000.00	0.00	0.00	0.00	15,000.00
47-800-430 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
47-800-435 OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
47-800-460 RESERVE FOR CAPITAL ASSET	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	19,800.00	0.00	3,382.12	17.08	16,417.88

CAPITAL OUTLAY

47-800-501 LAND	0.00	0.00	0.00	0.00	0.00
47-800-502 BUILDINGS AND STRUCTURES	0.00	0.00	0.00	0.00	0.00
47-800-503 MOTOR VEHICLE	0.00	0.00	0.00	0.00	0.00
47-800-505 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
47-800-506 INSTRUMENTS AND APPARATUS	0.00	0.00	0.00	0.00	0.00
47-800-508 TRAFFIC CONTROL DEVICES	0.00	0.00	0.00	0.00	0.00
47-800-510 WATER SYSTEM IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
47-800-513 GRANT MATCH	0.00	0.00	0.00	0.00	0.00
47-800-514 DRAINAGE IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
47-800-515 GRANT MATCH T-HANGAR 2001	0.00	0.00	0.00	0.00	0.00
47-800-516 TXDOT REIMBURSE 2000-2001	0.00	0.00	0.00	0.00	0.00
47-800-517 CITY T-HANGAR 2001	0.00	0.00	0.00	0.00	0.00
47-800-518 KERR COUNTY T-HANGAR 2001	0.00	0.00	0.00	0.00	0.00
47-800-519 GRANT MATCH LIGHTING IMPR	0.00	0.00	0.00	0.00	0.00
47-800-520 TXDOT REIMBURSEMENT LIGHT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00

TRANSFERS OUT

47-800-901 TRANSFER - GENERAL	0.00	0.00	0.00	0.00	0.00
47-800-902 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-918 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-928 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-940 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-942 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-970 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-974 TRANSFER OUT - AIRPORT CA	275,000.00	4,166.67	112,500.03	40.91	162,499.97
47-800-975 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-990 TRANSFER - INSURANCE	350.00	29.17	262.53	75.01	87.47
TOTAL TRANSFERS OUT	275,350.00	4,195.84	112,762.56	40.95	162,587.44

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: JUNE 30TH, 2009

47 -AIRPORT FUND  
00-NON-DEPARTMENTAL  
DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
TOTAL 00-NON-DEPARTMENTAL	813,789.35	40,534.11	449,972.53	55.29	363,816.82

CITY OF KERRVILLE  
 FINANCIAL STATEMENT  
 AS OF: JUNE 30TH, 2009

47 -AIRPORT FUND  
 01-TERMINAL  
 DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
<u>SUPPLIES</u>					
47-801-110 SIGN MATERIALS AND SUPPLI	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
<u>SERVICES</u>					
47-801-301 PHONE SERVICE	900.00	96.30	388.44	43.16	511.56
47-801-302 LIGHT & POWER	9,600.00	824.68	5,768.93	60.09	3,831.07
47-801-303 PROPANE GAS	7,200.00	0.00	825.00	11.46	6,375.00
47-801-304 WATER & SEWER	1,800.00	69.54	2,077.00	115.39	(277.00)
TOTAL SERVICES	19,500.00	990.52	9,059.37	46.46	10,440.63
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TOTAL 01-TERMINAL	19,500.00	990.52	9,059.37	46.46	10,440.63
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*** TOTAL EXPENSES ***	833,289.35	41,524.63	459,031.90	55.09	374,257.45



CITY OF  
KERRVILLE



SCALE: 1"=50'

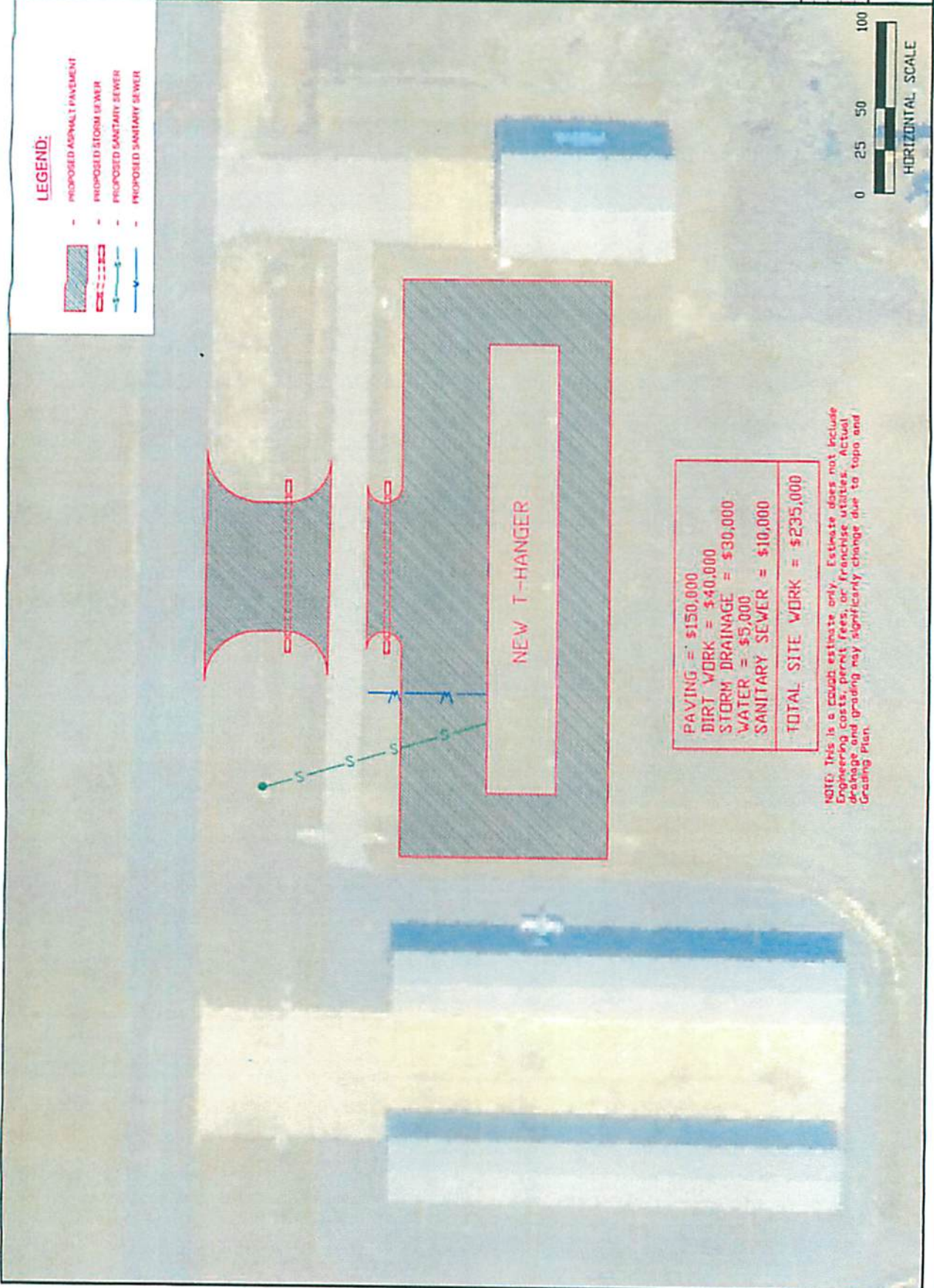
# PROPOSED T-HANGER CONCEPT PLAN

DESIGNER	WHEELER WILLIAMS, P.E. (CDA)
DRAWN	WFW
CHECKED	CITY OF KERRVILLE
DATE	JAN. 27, 2009
SHEET	1/200

SHEET  
CP-1

### LEGEND:

-  PROPOSED ASPHALT PAVEMENT
-  PROPOSED STORM SEWER
-  PROPOSED SANITARY SEWER
-  PROPOSED SANITARY SEWER



PAVING =	\$150,000
DIRT WDK =	\$40,000
STORM DRAINAGE =	\$30,000
WATER =	\$5,000
SANITARY SEWER =	\$10,000
<b>TOTAL SITE WDK =</b>	<b>\$235,000</b>

NOTE: This is a rough estimate only. Estimate does not include Engineering costs, permit fees, or franchise utilities. Actual drainage and grading may significantly change due to topo and Grading Plan.

