

AGENDA  
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD  
Monday, May 12, 2008, 3 pm  
AIRPORT TERMINAL CONFERENCE ROOM  
1877 AIRPORT LOOP ROAD, KERRVILLE, TEXAS

1. Call to Order.
2. Visitors/Citizens Forum: At this time, any person with business not scheduled on this agenda, may speak to the board. No formal action can be taken on these items. Visitors are asked to limit presentations to three minutes.
- P. 1 3. Approve the Minutes of April 14, 2008, Board Meeting
- P. 4 4. Approve monthly financials and discuss proposed budget for fiscal year 2009. (Josh Selleck)
5. President's Remarks
6. Discussion and Possible Action
- 6A. Events at the airport and using ramp space for vehicle parking. (Joe Kennedy)
- 6B. Business permits at the airport as it relates to the Airport Code. (Stephen King)
- 6C. Airport governance issues between the City of Kerrville and Kerr County as related to Kerrville Louis Schreiner Field. (MacK Hamilton)
7. Announcements and General Updates:
  - Flight instructors insurance.
  - Taxiway for Mooney.
  - Taxiway relocation project.
  - Soil removal from perimeter fencing.
8. 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.
9. Adjournment

Note: The meeting facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the city clerk at 830-257-8000 for further information.

# DRAFT

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

**Board Meeting  
April 14, 2008**

On Monday, April 14, 2008, the meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 3:00 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  
Fred Vogt

**Members Absent:**

None

**Staff Present:**

Bruce McKenzie, Interim Airport Manager  
Brenda Craig, City Clerk  
Josh Selleck, Director of Finance  
Paul A. Hofmann, City Manager  
Mindy Wendele, Director of Business Programs

**2. Visitors/Citizens Forum:** No one spoke.

**3. Approval of Minutes**

**3A. Minutes of the February 11, 2008, Board Meeting**

Mr. Bobertz requested that on Item 6B the statement "...the City applied the office lease rate to the space" be replaced with "... the City as contractor to the Airport Board recommended application of the office lease rate." and the statement "...burden would have fallen on the City..." be replaced with "...burden would have fallen on the Airport..."

Mr. Bobertz moved to approve the minutes as amended. Mr. Vogt seconded the motion. The motion passed 2-1. Mr. King abstained from voting due to his absence at the February 11, 2008, meeting.

**3B. Minutes of the March 25, 2008, Board Meeting**

Mr. Bobertz moved to approve the minutes. Mr. Vogt seconded the motion. The motion passed 3-0.

**4. Monthly Financials**

Josh Selleck presented the monthly financials. He stated that a proposed draft budget would be available at the May meeting. The board would be required to take action on the budget at the June or July meeting. Mr. Hofmann stated that any questions regarding the budget could be addressed to Mr. McKenzie or Mr. Selleck.

Mr. Bobertz moved to approve the monthly financial statements. Mr. Vogt seconded the motion. The motion passed 3-0.

## **5. President's Remarks**

1. Mr. Bobertz stated that he would be out of town for 3 weeks and would not be accessible by phone or email. He directed that all board business be the responsibility of Mr. King during his absence.
2. Mr. Bobertz stated that he is working on the PowerPoint presentation, "This is your Airport", but had not progressed very far in the process. He would continue the project once he returned, time permitting.
3. Mr. Bobertz stated that the copy of the airport code on the airport website should be an official copy and that it needed to be updated to reflect recent changes. He stated that the website was good and would be useful in the future.

## **6. Discussion and Possible Action**

### **6A. Roger Bobertz letter concerning non-standard leases.**

Mr. Bobertz wrote the letter with the intent of placing some type of statement in the archives explaining why the board varied from their standard lease rates. The letter reflects that the leases of Mr. Kendall Burleson and Air Evac Lifeteam are exceptions and that the board is not proposing negotiable lease rates. Mr. Vogt suggested that a statement be added regarding the non-compliance of the buildings with current ADA standards. Mr. Bobertz requested the board to approve the memorandum to file as amended so that the third bullet point reads "Both buildings were in need of repair and out of compliance with federal and state codes."

Mr. Vogt moved to accept the memorandum as amended. Mr. King seconded the motion. The motion passed 3-0.

## **7. Announcements and General Updates**

- **New office leases at terminal.**
  - The four offices open for lease as of April 1<sup>st</sup> have been leased and contracts have been executed. Best Friends Air, LLC-121, Ron Briley-107, Ladd Gardner-106 and Blue Vista Aviation-108.
- **Update on Air Evac, Kendall Burleson and Granger MacDonald leases.**
  - The airport has fulfilled its obligation regarding the contracts. The contracts are at Air Evac headquarters in Missouri being reviewed by their corporate attorneys. There may be a few minor changes.
  - Kendall Burleson moved into his building March 17<sup>th</sup>.
  - Mr. McKenzie stated Granger MacDonald's attorney and the attorney representing the airport continue to work out the details of the lease. The geological study, meets and bounds and architectural plans are complete for the property. Mr. McKenzie has completed the airport portion of the FAA Form 7460 and given it to Granger MacDonald to complete and file with TxDOT Aviation. He informed Granger MacDonald that the process could take a while. Granger MacDonald has been told they cannot build vertically on the property until the FAA Form 7460 is approved.

- **Fuel surcharge concerning airport mowing contract.**
  - The mowing contractor requested a fuel surcharge of \$420.00 per mowing cycle due to the rise in fuel prices. Mr. McKenzie stated that he had reviewed the request and found it to be reasonable. Mr. Vogt expressed concern over the growth of vegetation within the airport fence line. Mr. McKenzie stated that there were several inches of soil piled around the bottom of the fence and that it would have to be removed manually in order to resolve the problem. He said that he would work out a resolution.
- **Taxiway relocation project.**
  - Thursday April 10th, Bill Fuller, Director of TxDOT Aviation Engineering Division visited with Mr. McKenzie and stated that the taxiway relocation project would go to the Texas Transportation Commission on April 24<sup>th</sup> to be approved. Notification of the approval would be given to Mr. McKenzie on that same day. Depending on approval, the project should bid in June and work should begin in August or September.
- **Airlife (medical helicopter service).**
  - Airlife inquired about a land lease at the airport on two occasions. Mr. McKenzie stated he has not heard from Airlife to date.
- Mr. Vogt toured the facilities at Mooney Airplane and was concerned regarding the fact that Mooney currently tows aircraft partially down one runway to their paint facilities due to the lack of taxiways running the distance between the factory and the paint facilities. He stated that this was a major safety concern for the airport. In order to address the issue, Mr. Vogt requested that the scope and cost of a project connecting the two existing blacktop taxiways be researched and reported on at the May 19<sup>th</sup> meeting.

**8. Adjournment**

Mr. King moved to adjourn. Mr. Vogt seconded the motion. The motion passed 3-0. The meeting adjourned at 3:44 p.m.

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

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Roger Bobertz, President

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Heather M. Spivey, Deputy City Clerk

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: APRIL 30TH, 2008

47 -AIRPORT FUND  
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & ENC	% 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	33,334.00	2,777.84	19,444.88	58.33	13,889.12
47-6347 KERR COUNTY - MGT CONTRACT	155,000.00	12,916.66	90,416.62	58.33	64,583.38
47-6361 CITY - PROJECT MATCH	33,334.00	2,777.83	19,444.82	58.33	13,889.18
47-6362 CITY - MANAGEMENT CONTRACT	<u>155,000.00</u>	<u>12,916.67</u>	<u>90,416.69</u>	<u>58.33</u>	<u>64,583.31</u>
TOTAL INTERGOVERNMENTAL R	376,668.00	31,389.00	219,723.01	58.33	156,944.99
<u>INTEREST AND MISCELLANEOU</u>					
47-6901 LEASES	113,000.00	2,011.36	55,259.01	46.94	57,700.99
47-6902 FUEL FLOW FEES	30,000.00	2,115.27	21,073.59	70.25	8,926.41
47-6903 TERMINAL LEASE	13,145.00	933.03	8,334.90	63.41	4,810.10
47-6904 T-HANGER LEASE	44,000.00	2,000.00	38,073.04	86.53	5,926.96
47-6905 VEHICLE RENT-SURCHARGE	3,500.00	165.25	1,941.06	55.46	1,558.94
47-6906 STORAGE RENTAL	1,300.00	0.00	0.00	0.00	1,300.00
47-6908 DAILY RENT T- HANGER	0.00	0.00	0.00	0.00	0.00
47-6911 INTEREST REVENUE	7,000.00	688.47	4,326.06	61.80	2,673.94
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	211,945.00	7,913.38	129,047.66	60.89	82,897.34
<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 ***	588,613.00	39,302.38	348,770.67	59.25	239,842.33

CITY OF FERRVILLE  
 FINANCIAL STATEMENT  
 AS OF: APRIL 30TH, 2008

47 -AIRPORT FUND  
 00-NON-DEPARTMENTAL  
 DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
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
	TOTAL PERSONNEL	0.00	0.00	0.00	0.00
<u>SUPPLIES</u>					
47-800-101	OFFICE SUPPLIES	1,500.00	233.11	1,363.27	90.88
47-800-102	SMALL TOOLS AND EQUIPMENT	700.00	39.94	344.14	49.16
47-800-103	CHEMICAL AND MEDICAL SUPP	7,200.00	6,900.60	6,900.60	95.84
47-800-105	FOOD SUPPLIES	400.00	0.00	0.00	0.00
47-800-106	JANITORIAL SUPPLIES	0.00	48.80	512.40	0.00
47-800-110	POSTAGE/UPS/FED-EX	720.00	0.00	139.20	19.33
47-800-111	COMPUTER UPGRADE	2,500.00	0.00	0.00	0.00
47-800-112	COMPUTER SOFTWARE PURCHAS	2,500.00	0.00	0.00	0.00
47-800-132	SOD, SEED, PLANTING	0.00	0.00	349.30	0.00
	TOTAL SUPPLIES	15,520.00	7,222.45	9,608.91	61.91
<u>MAINTENANCE</u>					
47-800-201	LAND	45,500.00	0.00	5,427.00	11.93
47-800-202	BUILDINGS AND STRUCTURES	32,500.00	386.65	4,659.52	14.34
47-800-205	OFFICE EQUIPMENT	0.00	274.40	890.67	0.00
47-800-206	INSTRUMENTS AND APPARATUS	14,000.00	0.00	494.27	3.53
47-800-207	STREETS	0.00	0.00	0.00	0.00
47-800-208	TRAFFIC CONTROL DEVICES	0.00	0.00	40.90	0.00
47-800-209	TAXIWAYS/RUNWAYS	5,500.00	0.00	0.00	0.00
47-800-212	REPAIRS-NOT CITY GARAGE	0.00	0.00	0.00	0.00
47-800-214	RAMP GRANT MATCH	0.00	0.00	0.00	0.00
	TOTAL MAINTENANCE	97,500.00	661.05	11,512.36	11.81
<u>SERVICES</u>					
47-800-301	PHONE SERVICE	1,050.00	0.00	78.46	7.47
47-800-302	LIGHT AND POWER	9,250.00	902.22	4,218.28	45.60
47-800-303	NATURAL GAS	0.00	0.00	0.00	0.00
47-800-304	WATER & SEWER	750.00	28.63	131.81	17.57
47-800-305	LEGAL SERVICE	0.00	0.00	0.00	0.00
47-800-306	SPECIAL SERVICES	35,500.00	2,738.33	17,109.84	48.20
47-800-307	INSURANCE	11,000.00	0.00	10,745.43	97.69
47-800-311	NETWORK SERVICES	1,250.00	0.00	0.00	0.00
47-800-313	HIRE OF EQUIPMENT	3,100.00	0.00	0.00	0.00
47-800-316	ADVERTISING	1,000.00	0.00	0.00	0.00
47-800-347	MANAGEMENT CONTRACT	343,545.00	28,628.75	200,401.25	58.33
47-800-348	OUTSOURCED SERVICES	0.00	0.00	0.00	0.00
47-800-350	CONTINGENCY-OUTSOURCED SE	0.00	0.00	0.00	0.00
	TOTAL SERVICES	406,445.00	32,297.93	232,685.07	57.25

CITY OF KERRVILLE  
 FINANCIAL STATEMENT  
 AS OF: APRIL 30TH, 2008

47 -AIRPORT FUND  
 00-NON-DEPARTMENTAL  
 DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
<u>OTHER EXPENSES</u>					
47-800-401	CERTIFICATES, AWARDS, ETC	0.00	0.00	0.00	0.00
47-800-402	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00
47-800-405	OTHER CHARGES	4,800.00	0.00	2,540.00	52.92
47-800-410	CONTINGENCY	15,000.00	0.00	10,500.00	70.00
47-800-430	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00
47-800-435	OTHER EXPENSE	0.00	0.00	0.00	0.00
	TOTAL OTHER EXPENSES	19,800.00	0.00	13,040.00	65.86
<u>CAPITAL OUTLAY</u>					
47-800-501	LAND	0.00	0.00	0.00	0.00
47-800-502	BUILDINGS AND STRUCTURES	0.00	0.00	0.00	0.00
47-800-505	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00
47-800-506	INSTRUMENTS AND APPARATUS	0.00	0.00	0.00	0.00
47-800-508	TRAFFIC CONTROL DEVICES	0.00	0.00	0.00	0.00
47-800-510	WATER SYSTEM IMPROVEMENTS	0.00	0.00	0.00	0.00
47-800-513	GRANT MATCH	0.00	0.00	0.00	0.00
47-800-514	DRAINAGE IMPROVEMENTS	0.00	0.00	0.00	0.00
47-800-515	GRANT MATCH T-HANGER 2001	0.00	0.00	0.00	0.00
47-800-516	TXDOT REIMBURSE 2000-2001	0.00	0.00	0.00	0.00
47-800-517	CITY T-HANGER 2001	0.00	0.00	0.00	0.00
47-800-518	KERR COUNTY T-HANGER 2001	0.00	0.00	0.00	0.00
47-800-519	GRANT MATCH LIGHTING IMPR	0.00	0.00	0.00	0.00
47-800-520	TXDOT REIMBURSEMENT LIGHT	0.00	0.00	0.00	0.00
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
<u>TRANSFERS OUT</u>					
47-800-901	TRANSFER - GENERAL	0.00	0.00	0.00	0.00
47-800-902	TRANSFER OUT	0.00	0.00	0.00	0.00
47-800-928	TRANSFER OUT	0.00	0.00	0.00	0.00
47-800-940	TRANSFER OUT	0.00	0.00	0.00	0.00
47-800-942	TRANSFER OUT	0.00	0.00	0.00	0.00
47-800-970	TRANSFER OUT	0.00	0.00	0.00	0.00
47-800-974	TRANSFER OUT - AIRPORT CA	66,667.00	5,555.58	38,889.07	58.33
47-800-975	TRANSFER OUT	0.00	0.00	0.00	0.00
47-800-990	TRANSFER - INSURANCE	289.00	24.08	168.56	58.33
	TOTAL TRANSFERS OUT	66,956.00	5,579.66	39,057.63	58.33
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TOTAL 00-NON-DEPARTMENTAL	606,221.00	45,761.09	305,903.97	50.46	300,317.03
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CITY OF KERRVILLE  
 FINANCIAL STATEMENT  
 AS OF: APRIL 30TH, 2008

47 -AIRPORT FUND  
 01-TERMINAL  
 DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
<u>SUPPLIES</u>					
47-801-118 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	1,450.00	66.61	751.07	51.80	698.93
47-801-302 LIGHT & POWER	8,200.00	600.14	4,920.02	60.00	3,279.98
47-801-303 PROPANE GAS	2,200.00	0.00	3,870.84	175.95	( 1,670.84)
47-801-304 WATER & SEWER	550.00	195.95	1,280.95	232.90	( 730.95)
TOTAL SERVICES	12,400.00	862.70	10,822.88	87.28	1,577.12
TOTAL 01-TERMINAL	12,400.00	862.70	10,822.88	87.28	1,577.12
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*** TOTAL EXPENSES ***	618,621.00	46,623.79	316,726.85	51.20	301,894.15
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