

AGENDA
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
Monday, November 10, 2008, 1:00 p.m.
AIRPORT TERMINAL CONFERENCE ROOM
1877 AIRPORT LOOP ROAD, KERRVILLE, TEXAS

CALL TO ORDER

1. SWEARING IN OF NEW BOARD MEMBERS MARK COWDEN AND TOM MOSER BY KERR COUNTY JUDGE PAT TINLEY.

2. WELCOME NEW MEMBERS.

3. 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.

4. APPROVE THE MINUTES OF THE OCTOBER 6, 2008 MEETING.

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5. CONSIDERATION AND POSSIBLE ACTION:

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5A. Review September financials. (Josh Selleck)

5B. Procedure for the airport board to request clarification of or an adjustment to the interlocal agreement. (Josh Selleck)

5C. Proposed airport board annual calendar. (Roger Bobertz)

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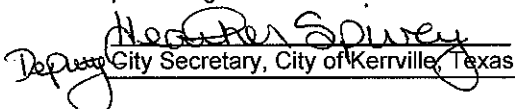
5D. Schedule date for a tutorial regarding the airport financial systems.

5E. Potential airport board priorities. (Roger Bobertz)

1. Airport vision statement.
2. Fiscal 2009 budget forecast.
3. Taxiway relocation phase two funding.
4. Fire protection upgrade funding.
5. Suggestions for other potential priorities.

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:
November 5, 2008 at 10:55am and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.


Deputy City Secretary, City of Kerrville, Texas

5F. Clarification from governing bodies regarding requirements in the interlocal agreement. (Roger Bobertz)

1. *Article 3, Paragraph (g), Item 8:* All records shall be maintained at the airport.

2. *Article 3, Paragraph (g), Item 14:* The board shall adopt policies and procedures for the purchase of goods and services and for the accounting of the airport's finances, each in accordance with state law.

3. *Article 3, Paragraph (j):* The board shall provide quarterly written reports to each party regarding the operations of the airport and its finances.

6. ANNOUNCEMENTS AND GENERAL UPDATES

6A. Taxiway Relocation Project. (Bruce McKenzie)

6B. EAA Fly-In. (Bruce McKenzie)

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.

8. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.

9. ADJOURNMENT

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:

November 5, 2008 at 10:55am and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Deputy Cherise Spivey
City Secretary, City of Kerrville, Texas

**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-Ermey 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

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CITY OF KERRVILLE

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FINANCIAL STATEMENT

AS OF: SEPTEMBER 30TH, 2008

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	33,334.00	2,777.84	33,334.07	100.00 (0.07)
47-6347 KERR COUNTY - MGT CONTRACT	155,000.00	12,916.66	154,999.93	100.00	0.07
47-6361 CITY - PROJECT MATCH	33,334.00	2,777.83	33,333.97	100.00	0.03
47-6362 CITY - MANAGEMENT CONTRACT	<u>155,000.00</u>	<u>12,916.67</u>	<u>155,000.04</u>	<u>100.00 (</u>	<u>0.04)</u>
TOTAL INTERGOVERNMENTAL R	376,668.00	31,389.00	376,668.01	100.00 (0.01)
<u>INTEREST AND MISCELLANEOU</u>					
47-6901 LEASES	113,000.00	9,240.55	103,502.82	91.60	9,497.18
47-6902 FUEL FLOW FEES	30,000.00	3,162.78	39,427.47	131.42 (9,427.47)
47-6903 TERMINAL LEASE	13,145.00	1,043.16	14,140.86	107.58 (995.86)
47-6904 T-HANGER LEASE	44,000.00	2,275.00	54,998.04	125.00 (10,998.04)
47-6905 VEHICLE RENT-SURCHARGE	3,500.00	331.25	3,950.69	112.88 (450.69)
47-6906 STORAGE RENTAL	1,300.00	0.00	1,980.00	152.31 (680.00)
47-6908 DAILY RENT T- HANGER	0.00	0.00	0.00	0.00	0.00
47-6911 INTEREST REVENUE	7,000.00	467.28	6,404.35	91.49	595.65
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	16,520.02	224,404.23	105.88 (12,459.23)
<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	47,909.02	601,072.24	102.12 (12,459.24)

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CITY OF KERRVILLE

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FINANCIAL STATEMENT

AS OF: SEPTEMBER 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>					
47-800-001	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	0.00	0.00	0.00
47-800-011	LOCAL MEETING EXPENSE	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	1,729.32	3,839.62	255.97 (2,339.62)
47-800-102	SMALL TOOLS AND EQUIPMENT	700.00	224.15	1,740.68	248.67 (1,040.68)
47-800-103	CHEMICAL AND MEDICAL SUPP	7,200.00	0.00	6,900.60	95.84 299.40
47-800-105	FOOD SUPPLIES	400.00	584.72	584.72	146.18 (184.72)
47-800-106	JANITORIAL SUPPLIES	0.00	423.00	1,252.60	0.00 (1,252.60)
47-800-110	POSTAGE/UPS/FED-EX	720.00	0.00	272.75	37.88 447.25
47-800-111	COMPUTER UPGRADE	2,500.00	0.00	1,800.00	72.00 700.00
47-800-112	COMPUTER SOFTWARE PURCHAS	2,500.00	0.00	0.00	0.00 2,500.00
47-800-132	SOD, SEED, PLANTING	0.00	0.00	349.30	0.00 (349.30)
	TOTAL SUPPLIES	15,520.00	2,961.19	16,740.27	107.86 (1,220.27)
<u>MAINTENANCE</u>					
47-800-201	LAND	45,500.00	5,847.00	25,923.23	56.97 19,576.77
47-800-202	BUILDINGS AND STRUCTURES	32,500.00	2,116.18	9,675.51	29.77 22,824.49
47-800-205	OFFICE EQUIPMENT	0.00	354.23	1,679.66	0.00 (1,679.66)
47-800-206	INSTRUMENTS AND APPARATUS	14,000.00	0.00	917.17	6.55 13,082.83
47-800-207	STREETS	0.00	0.00	0.00	0.00 0.00
47-800-208	TRAFFIC CONTROL DEVICES	0.00	0.00	141.90	0.00 (141.90)
47-800-209	TAXIWAYS/RUNWAYS	5,500.00	0.00	0.00	0.00 5,500.00
47-800-212	REPAIRS-NOT CITY GARAGE	0.00	0.00	186.00	0.00 (186.00)
47-800-214	RAMP GRANT MATCH	0.00	0.00	0.00	0.00 0.00
	TOTAL MAINTENANCE	97,500.00	8,317.41	38,523.47	39.51 58,976.53
<u>SERVICES</u>					
47-800-301	PHONE SERVICE	1,050.00	0.00	260.98	24.86 789.02
47-800-302	LIGHT AND POWER	9,250.00	1,872.22	9,471.84	102.40 (221.84)
47-800-303	NATURAL GAS	0.00	0.00	0.00	0.00 0.00
47-800-304	WATER & SEWER	750.00	77.90	335.66	44.75 414.34
47-800-305	LEGAL SERVICE	0.00	0.00	0.00	0.00 0.00
47-800-306	SPECIAL SERVICES	35,500.00	59.40	17,314.36	48.77 18,185.64
47-800-307	INSURANCE	11,000.00	0.00	10,745.43	97.69 254.57
47-800-311	NETWORK SERVICES	1,250.00	0.00	0.00	0.00 1,250.00
47-800-313	HIRE OF EQUIPMENT	3,100.00	0.00	72.00	2.32 3,028.00
47-800-316	ADVERTISING	1,000.00	0.00	0.00	0.00 1,000.00

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

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47 -AIRPORT FUND
 00-NON-DEPARTMENTAL
 DEPARTMENT EXPENSES

		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
47-800-347	MANAGEMENT CONTRACT	343,545.00	28,628.75	343,545.00	100.00	0.00
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	406,445.00	30,638.27	381,745.27	93.92	24,699.73
<u>OTHER EXPENSES</u>						
47-800-401	CERITFICATES, AWARDS, ETC	0.00	0.00	0.00	0.00	0.00
47-800-402	DUES AND SUBSCRIPTIONS	0.00	225.00	325.00	0.00	(325.00)
47-800-405	OTHER CHARGES	4,800.00	0.00	2,540.00	52.92	2,260.00
47-800-410	CONTINGENCY	15,000.00	0.00	10,500.00	70.00	4,500.00
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
	TOTAL OTHER EXPENSES	19,800.00	225.00	13,365.00	67.50	6,435.00
<u>CAPITAL OUTLAY</u>						
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	16,667.00	19,941.01	19,941.01	119.64	(3,274.01)
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-HANGER 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-HANGER 2001	0.00	0.00	0.00	0.00	0.00
47-800-518	KERR COUNTY T-HANGER 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	16,667.00	19,941.01	19,941.01	119.64	(3,274.01)
<u>TRANSFERS OUT</u>						
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
47-800-928	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	50,000.00	(11,111.39)	50,000.00	100.00	0.00
47-800-975	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-990	TRANSFER - INSURANCE	289.00	24.08	288.96	99.99	0.04
	TOTAL TRANSFERS OUT	50,289.00	(11,087.31)	50,288.96	100.00	0.04
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TOTAL 00-NON-DEPARTMENTAL		606,221.00	50,995.57	520,603.98	85.88	85,617.02
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CITY OF KERRVILLE
FINANCIAL STATEMENT
AS OF: SEPTEMBER 30TH, 2008

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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	62.36	1,130.94	78.00	319.06
47-801-302 LIGHT & POWER	8,200.00	2,819.43	11,850.77	144.52 (3,650.77)
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	120.32	2,509.73	456.31 (1,959.73)
TOTAL SERVICES	12,400.00	3,002.11	19,362.28	156.15 (6,962.28)
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TOTAL 01-TERMINAL	12,400.00	3,002.11	19,362.28	156.15 (6,962.28)
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*** TOTAL EXPENSES ***	618,621.00	53,997.68	539,966.26	87.29	78,654.74
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AIRPORT BOARD ANNUAL CALENDAR

MARCH 1	First Quarterly Report to Governing Bodies
APRIL 30	Annual Salary survey of competitive airport managers Completion of annual performance review of Airport Manager and staff, proposed salary adjustments
MAY 15	Airport Manager submits proposed budget for next fiscal year to Airport Board
JUNE 1	Second Quarterly Report to Governing Bodies
JUNE 30	Annual budget proposal to Governing Bodies
SEPTEMBER 1	Third Quarterly Report to Governing Bodies
SEPTEMBER 30	End of Fiscal Year
OCTOBER 1	Start of Fiscal Year, effective date of any salary adjustments
DECEMBER 1	Fourth Quarterly Report to Governing Bodies Annual Audit complete