

AGENDA  
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD  
Monday, February 9, 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 December 8, 2008, December 11, 2008 and the January 12, 2009 meetings. P. 1
- 2B. Review the December 2008 financials. (Josh Selleck) P.10
- 2C. Airport financial management policies. (Josh Selleck) P.15
- 2D. Request for Qualifications for fire flow requirement solutions engineering study. (Charlie Hastings) P.17
- 2E. Authorize the airport board president to request "Supplemental Appropriation of Airport Fund Cash" for the purpose of funding engineering for airport water line upgrades. (Josh Selleck)
- 2F. Airport management contract itemized breakdown. (Kristine Ondrias)
- 2G. Federal stimulus package information. (Fred Vogt)
- 2H. Vision/mission statement progress update. (Fred Vogt)
- 2I. Granger MacDonald new lease agreement. (Bruce McKenzie)
- 2J. Procedure for annual performance review of the airport manager and staff. (Roger Bobertz)

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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:  
February 4, 2009 at 4:35pm and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Heather Sowey  
City Secretary, City of Kerrville, Texas

Deputy

**3. INFORMATION AND DISCUSSION:**

3A. Drainage/Taxiway project update.

3B. Air-Evac Lifeteam building update.

3C. Presentation to the Kerrville Economic Improvement Corporation on February 17, 2009.

3D. Vision/mission statement workshops.

**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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Hester Spivey  
City Secretary, City of Kerrville, Texas

Deputy

# DRAFT

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

Board Meeting  
December 8, 2008

On Monday, December 8, 2008, the meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 1:01 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 1:10 p.m.)  
Mark Cowden  
Tom Moser  
Fred Vogt

**Members Absent:**

None

**Airport Board Staff Present:**

Bruce McKenzie, Airport Manager  
Laurie Dejohn-Ermey, Secretary (Left at 3:00 p.m.)

**City Staff Present:**

Josh Selleck, Director of Finance  
Kristine Ondrias, Director of General Services  
Perry Elliott, Fire Marshal  
Robert Ojeda, Fire Chief

**1. Visitors/Citizens Forum:**

- Mr. Ed Livermore addressed the board and suggested that run-up areas be added to the new taxiways. These areas would allow pilots to run-up their engines, wait for clearance, etc.
- Commissioner Letz sent a letter requesting that the board add an item to their next agenda to consider changing the day and times of the monthly board meetings.

**2. Approve the minutes of the November 10, 2008 meeting.**

Mr. Moser moved to approve the minutes of the November 10, 2008 meeting. Mr. Cowden seconded the motion. The motion passed 4-0.

**3. Consideration and Possible Action:**

**3B. Discuss Granger MacDonald lease agreement.**

Mr. McKenzie stated that the original lease signed in May would expire on January 1, 2009 and that Mr. MacDonald would like to request an extension for 90 days.

Mr. Ed Livermore addressed the board stating that a 90 day extension should be sufficient, but that they may come back for another extension if necessary. He said that they were going to spend between \$800,000 to \$900,000 to create 4 hangars. He continued stating that it was hard to ignore the fact that Mooney was in trouble. Mr. Livermore stated that they would like to keep the site they are currently leasing

clear until they could determine what was going to happen to Mooney. He stated that currently there was no income to the airport generated by Mooney. If Mooney did go out of business, Granger MacDonald would like to consider using their \$800,000 to \$900,000 to lease the Mooney site and create as many as 40 hangars using the same amount of money. The proposed hangars would generate more income for the airport. He expressed that it would be a better use of their funds and it would be better than leaving all of the buildings, currently used by Mooney, vacant.

Mr. MacDonald stated that he had not approached Mooney, but he thought that there were several ways that the layout could be changed to accommodate both parties. He stated that the airport did not need another F.B.O., but that it did need more hangar space and more sources of revenue. He expressed that they would like extension in order more fully investigate the option and thought that they would have a better of idea of where Mooney was headed in the next 90 days.

Mr. Vogt moved to direct the airport manager to extend the Granger MacDonald lease option for 90 days after the original expiration date of January 1, 2009. Mr. Moser seconded the motion. The motion passed 5-0.

**3C. Review proposed airport board annual calendar.**

The board suggested that the annual audit completion deadline of March 31 be added to the calendar. It was a consensus among the board that the item be discussed further at the next regular meeting.

**3D. Review draft of the airport board quarterly report.**

Mr. Bobertz presented a draft of the quarterly report that was required to be distributed to the governing bodies.

Mr. Moser recommended adding a summary to the beginning of the report of major accomplishments and issues.

Mr. Bobertz stated that he would add the summary as suggested and would distribute the final report to the governing bodies.

**3A. Discuss airport fire protection upgrade requirements.**

Mr. Bobertz stated that it was his understanding that the airport was required to have a water flow out of the fire hydrants of 1500 gallons per minute per hour in order for the land and/or buildings to be leaseable. Perry Elliott explained the fire code and its requirements and provided the information in the form of the handout. The board discussed several options regarding solutions and funding. The board requested more information regarding engineering and cost. City staff agreed to present additional information regarding the issue and possible solutions at the next scheduled meeting.

**3E. Discuss presentation to be made to the Kerr Economic Development Foundation regarding phase two funding of the taxiway drainage/relocation project.**

Mr. Bobertz stated that the board would be making a presentation at the meeting of the Kerr Economic Development Foundation on Thursday, December 11, 2008. He explained that the concept was to present photos and information regarding the taxiway/drainage relocation project and the economic impact of the airport on the community. He stated that the board would also like to present the information to the city, county, Chamber of Commerce and EIC.

**3F. Discuss the process and facilitator for the creation of an airport vision statement.**

Mr. Bobertz stated that the board needed to work together to create an airport vision statement. He explained that Mr. Vogt had worked on the issue and had recruited a facilitator/consultant, Mr. Eldon Sheffer. Mr. Vogt introduced Mr. Sheffer and presented the board with a short biography.

Mr. Sheffer explained the importance of the vision statement in making critical decisions. He presented information about the process and strategies of developing a vision statement. He led the board in a discussion about what they believed their mission/vision was. The board established the purpose of the airport, airport stakeholders, airport responsibilities, values and goals.

Mr. Bobertz recessed the meeting at 3:15 p.m. and reconvened the meeting at 3:25 p.m.

**3G. Review the October 2008 airport board financials.**

Mr. Selleck presented the October 2008 financials. Mr. Selleck reported that the contribution from the county was incorrect in the financials, because the city had under-billed the county. He stated that the issue had been corrected. Regarding revenue, he stated that leases were low. He reported approximately \$38,000 in revenue for the month of October. Mr. Selleck noted that the first section of the expenditures page had a small change. He stated that the account for the management contract had an additional sub-account in order to break out the compensation reimbursement to the county. He reported that expenditures for the terminal were within budget.

**3H. Financial tutorial and budget forecast.**

Mr. Selleck presented the board with a budget projection for FY 2009 and used the information to tutor the board members regarding airport financials.

**4. Announcements and General Updates:**

**4A. Taxiway relocation project.**

Mr. McKenzie stated that approximately 38,000 cubic yards of rock had been excavated. Approximately 140,000 cubic yards of material had been excavated. The contractor had begun putting down the base material and all of the lines for the first section were complete. Sometime after the first of the year the major

intersection of taxiway would be closed for approximately three weeks. Mr. McKenzie stated that he would make all the tenants aware of the closure and that there would be a way for them to access the runway. He stated that a progress meeting was scheduled for the next morning and that one of the design engineers would be in attendance.

**4B. Update on Mooney Airplane Company.**

Mr. McKenzie stated that the individuals at Mooney had been very quiet regarding the company's status and that they had a lot of airplanes stored. He stated that airplanes were still moving off the line, but at a much slower pace.

**5. Adjournment**

Mr. Bobertz adjourned the meeting at 4:45 p.m.

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

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Roger Bobertz, President

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Heather M. Spivey, Deputy City Secretary

**DRAFT**

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

**Board Meeting  
December 11, 2008**

On December 11, 2008, the Kerrville-Kerr County Joint Airport Board, the Kerrville City Council, and the Economic Improvement Corporation attended a meeting of the Kerrville Economic Development Foundation Board meeting at 11:45 a.m. at Buzzie's Bar-B-Que, 213 Schreiner Street North, Kerrville, Texas.

**KERRVILLE-KERR COUNTY AIRPORT BOARD MEMBERS PRESENT:**

Roger Bobertz, President  
Mark Cowden                      Tom Moser  
Frederick Vogt

**KERRVILLE-KERR COUNTY AIRPORT BOARD MEMBERS ABSENT:**

Stephen King, Vice President

**CITY COUNCIL MEMBERS PRESENT:**

Todd A. Bock                      Mayor  
T. Scott Gross                  Mayor Pro Tem  
Chuck Coleman                  Councilmember  
Mack Hamilton                  Councilmember  
R. Bruce Motheral              Councilmember

**ECONOMIC IMPROVEMENT CORPORATION MEMBERS PRESENT:**

Chuck Coleman                  Fred Gamble  
Ed Hamilton                      T. Kyle Priour  
Lindsay Duff                      Ben Modisett

**ECONOMIC IMPROVEMENT CORPORATION MEMBERS ABSENT:**

William Crumrine

**CITY STAFF PRESENT:**

Brenda G. Craig                  City Secretary  
Mindy Wendele                  Director of Business Programs

**AIRPORT STAFF PRESENT:**

Bruce McKenzie                  Airport Manager

**Discussion of support for the rehabilitation and capital funding campaign for the Butt-Holdsworth Library project**

KEDF approved a resolution supporting efforts to assist the rehabilitation and capital funding campaign.

**Presentation of Community Economic Development 2008 Award plaque to City of Kerrville Mayor Todd A. Bock and Kerr County Judge Pat Tinley**

Presentation was made by Bob Springer, Lower Colorado River Authority.

**Discussion and update on USDA project**

On November 18 the USDA design and engineering team visited the KEDF property for the proposed facility. On December 3 surveyors were on the site of the existing and proposed USDA sites.

**Presentation by Cunningham Research Associates, Fairview, Texas: Kerrville/Kerr County, Texas Usage & Attitudes Study**

Mark Cunningham, Cunningham Research Associates, presented the Kerrville, Texas usage and attitudes study. Mr. Cunningham noted the study focused on why tourists came to the Kerrville area; he reviewed the survey process and conclusions drawn from the responses received.

The study was funded by the economic improvement corporation through an application by KEDF.

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

ATTEST:

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Roger Bobertz, President

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Brenda G. Craig, City Secretary

# DRAFT

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

**Board Meeting  
January 12, 2009**

On Monday, January 12, 2009, 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  
Mark Cowden  
Tom Moser  
Fred Vogt

**Members Absent:**

None

**Airport Board Staff Present:**

Bruce McKenzie, Airport Manager

**City Staff Present:**

Jennifer Yarbrough, Budget Analyst  
Kristine Ondrias, Director of General Services  
Charlie Hastings, Director of Public Works  
Heather M. Spivey, Deputy City Secretary

**1. Visitors/Citizens Forum:**

No one spoke.

**2. Consideration and Possible Action:**

**2A. Review November 2008 financials.**

Ms. Yarbrough presented the November 2008 financials. She stated that the Kerr County contribution was posted a month behind. Commissioner Letz and Ms. Yarbrough both stated that they would find out why the contribution was posting late. Ms. Yarbrough stated that the terminal expenses were under budget.

**2C. Consider fire flow requirement solutions.**

Mr. Hastings supplied the members with a map of a proposed solution to the lack of fire flow, which consisted of replacing all existing 6-inch water lines with 12-inch water lines and completing a 12-inch water loop. Other options were discussed among the board, such as installing a booster. Mr. Hastings explained that he did not recommend such methods as the pressure created would most likely cause a collapse of the 6-inch line. Mr. Hastings recommended that the board hire a civil engineer to prepare preliminary engineering plans with a cost benefit analysis and value engineering. He stated that city could provide conceptual engineering, but could not provide preliminary or detailed engineering services.

Mr. Bobertz moved to authorize the airport manager to work with the appropriate city staff in order to develop a scope of work for a preliminary engineering and design analysis for a system that would meet the current fire code requirement. Mr. Vogt seconded the motion. The motion passed 5-0.

**2B. Possible change of the regular monthly board meeting dates and times.**

Commissioner Letz requested that the time for the regular monthly board meeting be changed so that the county commissioners could attend the meeting. The current time of 1:00 p.m. conflicted with their court schedule.

Mr. Bobertz moved to change the regular monthly meeting date from 1:00 p.m. to 3:30 p.m. on the second Monday of every month. Mr. Vogt seconded the motion. The motion passed 5-0.

Mr. Bobertz called a 5 minute recess at 1:45 p.m. Mr. Bobertz reconvened the meeting at 1:50 p.m.

**2D. Consider workshop regarding vision/mission statement for the airport and schedule a date and time for the workshop.**

Mr. Vogt stated that another workshop with the consultant/facilitator was needed. The workshop would only be about an hour long. A tentative date of February 11 at 1:00 p.m. was set for the workshop. Mr. Vogt would schedule the meeting with the facilitator.

The board discussed the need to set up a workshop with the airport stakeholders in order to receive their input regarding the vision/mission statement. A tentative date of February 25 at 9:00 a.m. was set. A definitive date and time for both meetings would be set at a later date.

**2E. Consider possible airport board resolution to designate the airport website, [www.kerrvilleairport.com](http://www.kerrvilleairport.com), as the official site for the airport code.**

Mr. McKenzie stated that he had spoke with Mike Hayes, the city attorney, about the possibility of designating the airport website as the official site of the airport code. He explained that Mr. Hayes suggested that if a copy of the code was placed on the website that a disclaimer also be posted stating that the information was as up to date as possible, but the official copy was on file in the airport manager's office.

The board discussed whether the code was up to date with recent changes. Mr. McKenzie stated that he would research what changes had been discussed and voted on and whether they had been incorporated.

Mr. Bobertz moved that every effort be made to keep the airport code on the website up to date with the official airport code residing in the office of the airport manager. Mr. Moser seconded the motion. The motion passed 5-0.

**2F. Airport board financial policies.**

Mr. Bobertz stated that Josh Selleck with the city and Jeannie Hargis with the county were working on financial policy topics for the board to consider. The goal of the board would be to develop the topics into a workable financial policy for the airport.

Board members stated that other policies, such as human resource policies would also be developed at some point in the future.

**3. Information and Discussion:**

**3A. Air-Evac ground breaking ceremony on January 20, 2009.**

Mr. McKenzie announced that the ground breaking ceremony for the new Air-Evac Lifeteam facility would be held on January 20, 2009 at 2:30 p.m.

**3B. Drainage/Taxiway project update.**

Mr. McKenzie stated that Phase I of the project was approximately 30% complete. The contractor ceased operations during holidays, but was back to work. He stated that the contractors were resetting the drainage boxes due to a slight misalignment issue. The estimated completion date was June 1, 2009.

**3C. TxDOT Aviation Conference May 11, 12, and 13, 2009 in Austin, Texas.**

Mr. McKenzie announced the TxDOT Aviation Conference on May 11-May 13, 2009 in Austin, Texas. He asked the board members to contact his assistant Laurie if they were planning on attending.

**3D. Airport Maintenance and Service Contract beyond FY 2009.**

Mr. McKenzie stated that he would be placing an item on the next agenda to discuss the option of extending the contract with the city beyond fiscal year 2009, should the city agree to the extension of the contract.

**3E. Power Point presentations to be given to the Kerrville Chamber Board of Directors and Kerrville City Council on January 13, 2009.**

Mr. McKenzie stated that Mr. Bobertz and Mr. King would be making the board's presentation to the Chamber of Commerce at noon and to the City Council at 6:00 p.m. on January 13, 2009.

**4. Adjournment**

Mr. Bobertz moved to adjourn the meeting. Mr. Moser seconded the motion. The motion passed 5-0. The meeting adjourned at 2:35 p.m.

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

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Roger Bobertz, President

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Heather M. Spivey, Deputy City Secretary

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: DECEMBER 31ST, 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	1,832.99	0.00	( 1,832.99)
47-6322 KERR COUNTY - PROJECT MATCH	25,000.00	2,083.33	4,166.66	16.67	20,833.34
47-6347 KERR COUNTY - MGT CONTRACT	162,000.00	14,339.55	27,000.01	16.67	134,999.99
47-6361 CITY - PROJECT MATCH	25,000.00	2,083.33	6,249.99	25.00	18,750.01
47-6362 CITY - MANAGEMENT CONTRACT	162,000.00	13,500.00	40,500.00	25.00	121,500.00
TOTAL INTERGOVERNMENTAL R	374,000.00	32,006.21	79,749.65	21.32	294,250.35
<u>INTEREST AND MISCELLANEOU</u>					
47-6901 LEASES	128,050.00	0.00	15,169.19	11.85	112,880.81
47-6902 FUEL FLOW FEES	36,000.00	2,561.67	8,911.62	24.75	27,088.38
47-6903 TERMINAL LEASE	13,145.00	0.00	2,013.60	15.32	11,131.40
47-6904 T-HANGAR LEASE	44,000.00	0.00	9,750.00	22.16	34,250.00
47-6905 VEHICLE RENT-SURCHARGE	3,500.00	224.66	1,016.59	29.05	2,483.41
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	407.68	1,215.76	17.37	5,784.24
47-6989 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL INTEREST AND MISCEL	232,995.00	3,194.01	38,076.76	16.34	194,918.24
<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	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
*** TOTAL REVENUES ***	606,995.00	35,200.22	117,826.41	19.41	489,168.59

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: DECEMBER 31ST, 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	1,540.00	179.82	1,139.89	74.02 400.11
47-800-102	SMALL TOOLS AND EQUIPMENT	700.00	401.30	401.30	57.33 298.70
47-800-103	CHEMICAL AND MEDICAL SUPP	4,000.00	0.00	26.38	0.66 3,973.62
47-800-104	FUEL AND OIL SUPPLIES	0.00	0.00	125.94	0.00 ( 125.94)
47-800-105	FOOD SUPPLIES	400.00	0.00	292.36	( 73.09- 692.36
47-800-106	JANITORIAL SUPPLIES	800.00	193.30	399.40	49.93 400.60
47-800-110	POSTAGE/UPS/FED-EX	750.00	0.00	54.23	7.23 695.77
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	774.42	1,854.78	22.65 6,335.22
<u>MAINTENANCE</u>					
47-800-201	LAND	45,500.00	0.00	0.00	0.00 45,500.00
47-800-202	BUILDINGS AND STRUCTURES	34,000.00	3,209.37	3,792.30	11.15 30,207.70
47-800-203	MAINTENANCE - CITY GARAGE	0.00	0.00	0.00	0.00 0.00
47-800-204	PARTS @ CITY GARAGE	0.00	54.99	54.99	0.00 ( 54.99)
47-800-205	OFFICE EQUIPMENT	1,680.00	118.67	255.87	15.23 1,424.13
47-800-206	INSTRUMENTS AND APPARATUS	16,600.00	7,165.99	7,165.99	43.17 9,434.01
47-800-207	STREETS	0.00	0.00	0.00	0.00 0.00
47-800-208	TRAFFIC CONTROL DEVICES	100.00	( 7,005.95)	0.00	0.00 100.00
47-800-209	TAXIWAYS/RUNWAYS	0.00	0.00	0.00	0.00 0.00
47-800-212	REPAIRS-NOT CITY GARAGE	0.00	156.11	250.40	0.00 ( 250.40)
47-800-214	RAMP GRANT MATCH	0.00	0.00	0.00	0.00 0.00
	TOTAL MAINTENANCE	97,880.00	3,699.18	11,519.55	11.77 86,360.45
<u>SERVICES</u>					
47-800-301	PHONE SERVICE	1,068.00	180.65	180.65	16.91 887.35
47-800-302	LIGHT AND POWER	9,500.00	546.70	1,224.22	12.89 8,275.78
47-800-303	NATURAL GAS	0.00	0.00	0.00	0.00 0.00
47-800-304	WATER & SEWER	750.00	39.31	82.37	10.98 667.63
47-800-305	LEGAL SERVICE	0.00	0.00	0.00	0.00 0.00
47-800-306	SPECIAL SERVICES	30,000.00	2,195.00	4,219.61	14.07 25,780.39
47-800-307	INSURANCE	12,000.00	0.00	0.00	0.00 12,000.00

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: DECEMBER 31ST, 2008

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	0.00	0.00	0.00	3,100.00
47-800-316 ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00
47-800-347 MANAGEMENT CONTRACT	353,851.35	28,511.75	70,345.07	19.88	283,506.28
47-800-347-01 REIMBURSE COUNTY - EMP CO	0.00	3,191.52	25,977.45	0.00	( 25,977.45)
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	34,664.93	102,029.37	24.73	310,539.98
<u>OTHER EXPENSES</u>					
47-800-401 CERITIFICATES, AWARDS, ETC	0.00	71.00	71.00	0.00	( 71.00)
47-800-402 DUES AND SUBSCRIPTIONS	0.00	0.00	395.00	0.00	( 395.00)
47-800-405 OTHER CHARGES	4,800.00	0.00	325.00	6.77	4,475.00
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
TOTAL OTHER EXPENSES	19,800.00	71.00	791.00	3.99	19,009.00
<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	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
<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	4,166.67	12,500.01	25.00	37,499.99
47-800-975 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-990 TRANSFER - INSURANCE	350.00	29.17	87.51	25.00	262.49
TOTAL TRANSFERS OUT	50,350.00	4,195.84	12,587.52	25.00	37,762.48

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: DECEMBER 31ST, 2008

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	588,789.35	43,405.37	128,782.22	21.87	460,007.13


CITY OF KERRVILLE  
 FINANCIAL STATEMENT  
 AS OF: DECEMBER 31ST, 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	900.00	( 81.10)	( 18.06)	2.01-	918.06
47-801-302 LIGHT & POWER	9,600.00	611.79	1,587.32	16.53	8,012.68
47-801-303 PROPANE GAS	7,200.00	435.00	825.00	11.46	6,375.00
47-801-304 WATER & SEWER	1,800.00	139.88	1,846.20	102.57	( 46.20)
TOTAL SERVICES	19,500.00	1,105.57	4,240.46	21.75	15,259.54
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TOTAL 01-TERMINAL	19,500.00	1,105.57	4,240.46	21.75	15,259.54
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*** TOTAL EXPENSES ***	608,289.35	44,510.94	133,022.68	21.87	475,266.67



**City of Kerrville**  
Director of Finance  
800 Junction Highway  
Kerrville, Texas 78028-5069  
830.792.8330 (O)  
830.792.8309 (F)  
Josh.Selleck@kerrvillex.gov

TO: Airport Board  
FROM: Joshua C. Selleck, Director of Finance   
DATE: February 4, 2009  
SUBJECT: Airport Financial Management Policies

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The attached list of financial management policy categories has been developed as an outline for the creation of an airport financial management policy statement. This list has been reviewed by Jeannie Hargis, County Auditor, and we agree that it is a good general representation of the areas that should be considered when creating this document.

If the board concurs that this list is appropriate, staff recommends the appointment of a sub-committee which would be tasked with the completion of the policy statement.

## ***FINANCIAL MANAGEMENT POLICY CATEGORIES***

### ***ACCOUNTING, AUDITING AND FINANCIAL REPORTING***

- A. Accounting Basis
- B. Chart of Accounts
- C. Fund Types
- D. Monthly and Quarterly Financial Reports
- E. Annual Audit
- F. Accounts Payable
- G. Revenue Collections
- H. Fiscal year

### ***BUDGET DEVELOPMENT***

- A. Preparation and Adoption
- B. Budget Amendments
  - i. Within existing appropriations(line item transfers)
  - ii. Additional appropriations

### ***BUDGET GUIDELINES***

- A. Balanced Budget
- B. Use of Non-Recurring Revenues
- C. Reserves and Contingency Funds
- D. Avoidance of Operating Deficits
- E. Five-Year Forecast of Revenues and Expenditures

### ***PURCHASING***

- A. Purchasing authority
- B. Purchasing thresholds
- C. Internal controls

### ***FUND BALANCE/WORKING CAPITAL***

- A. Unreserved Fund Balance
- B. Use of Fund Balance/Working Capital/Retained Earnings

### ***INTERNAL CONTROL POLICY STATEMENT***

- A. Written Procedures
- B. Responsibilities

### ***CAPITAL ASSETS***

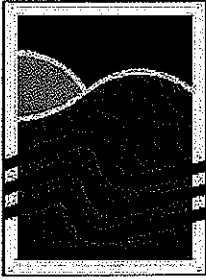
- A. Capitalization Threshold for Tangible Capital Assets.
- B. Five-Year Capital Improvement Plan (CIP)
- C. Infrastructure Evaluation and Replacement/Rehabilitation
- D. Replacement of Capital Assets on a Regular Schedule
- E. Capital Improvements/Project Reporting

### ***CASH MANAGEMENT AND INVESTMENTS***

- A. Investment Management
- B. Investment Strategy
- C. Interest Income
- E. Depository
- F. Collateralization of Deposits

### ***GRANTS***

- A. Grant Guidelines
- B. Grant Review
- C. Internal Controls



**City of Kerrville**  
Public Works Director  
800 Junction Highway  
Kerrville, Texas 78028-5069  
830.792.8325 (O)  
830.896.8793 (F)  
charlieh@kerrville.org

## MEMORANDUM

TO: Bruce McKenzie, Airport Manager

FROM: Charlie Hastings, P.E., Director of Public Works *CH*

DATE: February 4, 2009

SUBJECT: Airport Fire Flow Enhancement Project

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The airport domestic and fire flow water system is comprised of a six inch water main that is connected to a ten inch main via a six inch pipe under runway 21/03. The existing pressures range from 80~95 pounds per square inch (psi) and corresponding working fire flow volumes range from 650~900 gallons per minute (gpm). At the request of the Airport Board, an engineering analysis was performed by Public Works to identify viable options to increase the fire flow to a minimum of 1500 gpm. The results of that study were shared with the Airport Board in January 2009, and included a recommendation to install a twelve inch water main under runway 12/30 to loop the system to a twelve inch main located in State Highway 27, as well as upgrading the existing six inch mains around the main hangars to twelve inch. This recommendation would provide working fire flow pressures in a range of 1600~1850 gpm without the need to increase existing system pressures that are already high (80~95 psi). In addition, this recommendation meets the approval of the City Engineer, Utility Manager, and Public Works Director who are responsible for the operation, maintenance, and reliability of the water system.

Various Airport Board members suggested that the recommended solution should include other alternatives such as booster stations and storage tanks to allow the existing undersized six inch mains to remain in operation and possibly reduce estimated costs. I recommended that a Request for Qualifications (RFQ) be issued (subject to funding) to interested engineering firms so that an engineering study could be prepared that identified engineered solutions with construction cost estimates and a cost-benefit analysis of each. I have prepared the RFQ and attached it to this memo. The anticipated cost for such an analysis is \$25~\$30,000.

Public Works has conducted further investigations and analysis of the water system with the intent of saving the Airport Board the time and expense of hiring an engineering firm to prepare this proposed engineering study. The addition of booster

pumps and/or storage tanks to the water system will result in system pressures in excess of 130 psi in order to meet the fire flow minimum requirements of 1500 gpm, causing damage to the existing undersized water mains as well as customer services and plumbing (water heaters, faucets, toilets, water fountains, etc.). In addition, booster pumps require extensive maintenance and are unreliable when compared to the low maintenance and highly reliable alternative of upgrading the water mains to industry standard size. Therefore, it has been determined that booster pumps and/or storage tanks are not acceptable solutions. The solution to the fire flow issues at the airport is to upgrade the undersized water mains as previously presented to the Airport Board in January 2009. I recommend that the Airport Board reject the RFQ for the engineering analysis and proceed with a separate RFQ for the preparation of construction plans, specifications and bidding documents for the looping and upgrading to a twelve inch water main as described above.

**REQUEST FOR QUALIFICATIONS  
FOR  
THE KERRVILLE / KERR COUNTY MUNICIPAL AIRPORT  
FIRE FLOW ENHANCEMENT PROJECT**

The City of Kerrville is seeking Requests for Proposal for the Kerrville / Kerr County Municipal Airport Fire Flow Enhancement Project.

The scope of the project is preparation of an engineering study that identifies multiple solutions to meet a minimum fire flow of 1500 gpm at each fire hydrant in the existing system; and a cost benefit analysis for each solution with an engineer's opinion of probable cost.

**COMPANY INFORMATION**

The respondent will provide information concerning: the name of the company(ies) involved; any prime, joint venture, or sub-contractor relationships; key service offered; areas of work responsibilities by company, office location(s) where the work will be performed; company size (number of offices and employees per each office); information on the project team and brief company history.

**RELEVANT PROJECT EXPERIENCE**

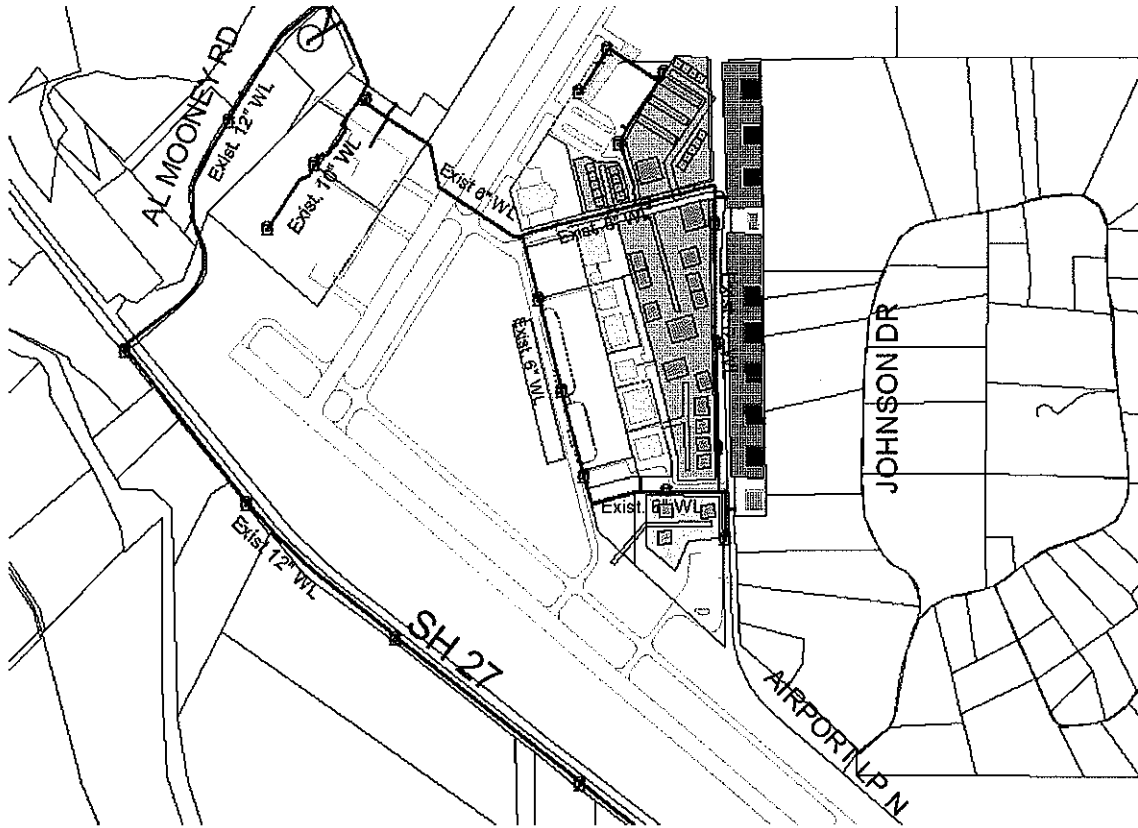
The respondent will provide a list of relevant planning, engineering, and project experience accomplished within the last 5-years by its company. Experience relative to airport utility projects in a TxDOT Aviation environment is required. A brief narrative shall accompany each project describing the nature of the work and listing client contact information (name, title, and phone number) for the project that may be contacted for references.

**EVALUATION CRITERIA**

The City will consider the following evaluation criteria and weighting in reviewing the Requests for Proposal.

- 5% Respondent's responsiveness to the RFQ
- 15% Respondent's overall qualifications/experience of the firm
- 20% Respondent's qualifications/experience with projects of various size and complexity for water utility projects
- 20% Respondent's project team overall qualifications/experience
- 30% Respondent's project team qualifications/experience with and references for airport utility projects in a TxDOT Aviation environment
- 10% Respondent's available staff time for individual projects

### Diagram of Water Line Location



## **CONTACT INFORMATION**

The following person can be contacted for further information.

Cheri Halford  
CIP Manager  
City of Kerrville  
Phone: 830-792-8314  
E-mail: [cheri.halford@kerrvilletx.gov](mailto:cheri.halford@kerrvilletx.gov)

## **SUBMISSION REQUIREMENTS**

Each respondent shall submit three (3) bound copies of its response to the Request for Proposal by 3:00 pm, \_\_\_\_\_ to the address below. The City will not accept late submittals.

Cheri Halford  
CIP Manager  
City of Kerrville  
800 Junction Highway  
Kerrville, TX 78028

## **SCHEDULE**

To be determined subject to funding.