

AGENDA
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
Monday, May 4, 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 April 13, 2009 meeting.
- 2B. Financial Discussion (Josh Selleck)
- 2C. EIC Application for Phase II Funding (Roger Bobertz)
- 2D. Airport Lease Agreements (Bruce McKenzie)
- 2E. TxDOT Aviation Taxiway/Taxi Lane Grant (Bruce McKenzie)
- 2F. Possible Construction of T-Hangars (Bruce McKenzie)
- 2G. Strategic Planner (Fred Vogt)

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3. INFORMATION AND DISCUSSION:

- 3A. RFQ's for Fire Flow Water
- 3B. Automated External Defibrillator (AED) for Airport Terminal Building
- 3C. Phase I Drainage/Taxiway Update
- 3D. Ramp Reconstruction

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

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.

Deputy City Secretary, City of Kerrville, Texas

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

Board Meeting
April 13, 2009

On Monday, April 13, 2009, the meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 3:33 p.m. by Roger Bobertz, President, at the Airport Terminal, Louis Schreiner Field, Kerrville, Texas.

Members Present:

Roger Bobertz, President
Mark Cowden
Tom Moser
Fred Vogt

Members Absent:

Stephen W. King, Vice-President

Airport Board Staff Present:

Bruce McKenzie, Airport Manager

City Staff Present:

Josh Selleck, Director of Finance
Kristine Ondrias, Director of General Services
Dorothy Miller, Secretary, General Services

1. VISITORS FORUM:

No visitors spoke.

2. CONSIDERATION AND POSSIBLE ACTION:

2A. Approve the minutes of the March 9, 2009 meeting.

Mr. Vogt moved to approve the minutes; Mr. Cowden seconded the motion. Motion passed 4-0.

2B. Review the February 2009 financials. (Josh Selleck)

Mr. Selleck reported there was \$33,000 worth of revenues, mostly the results of transfers from City and County. Leases are lagging due to timing of payments. Expenses subtotal is \$79,000 for March. A majority of the expenditures were related to the transfer out for Airport capital. \$84,000 grand total has been spent this period, which is 44% of the budget. Mr. Bobertz stated the interlocal agreement says the Airport has to have a signed audit statement by the end of the calendar year. At the beginning of this year, the Airport asked for permission to extend it. Mr. Bobertz asked Mr. Selleck if the audit has been completed yet. Mr. Selleck stated the audit is not complete and anticipates completion by the end of April. Mr. Moser moved to accept the February 2009 financials; Mr. Vogt seconded the motion. Motion passed 4-0.

2C. Vision/Mission Statement Meeting of April 29 (Fred Vogt)

Mr. Vogt stated the Board will be meeting on April 29, 2009 at 3:30 p.m. in the Airport Conference Room for a workshop to discuss visions and specific strategies.

2D. Management Financial Policies (Mark Cowden)

Mr. Cowden reported he and Mr. McKenzie worked together on the Management Financial Policies as well as seeking input from Mr. Selleck and Jeannie Hargis, County Auditor. The Board discussed changes they'd like to see in the policies. Mr. Vogt moved to accept the Management Financial Policies with the changes that were discussed; Mr. Moser seconded the motion. Motion passed 4-0.

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- 2E. **FY 2010 Budget (Bruce McKenzie)**
Mr. McKenzie distributed and discussed the fiscal year 2010 budget noting a \$10,000 increase for professional development, which had been pulled last year to go towards salary for Airport staff. Mr. McKenzie also noted a \$17,000 increase for maintenance of taxiway X's. Mr. McKenzie reported he has had to replace two generators already this year as well as a circuit board. Mr. McKenzie stated the rest of the budget was conservatively prepared and the numbers remained almost the same as the previous year. The Board will review and discuss the budget at their next regular board meeting.
- 2F. **Updated Airport Code (Bruce McKenzie)**
Mr. McKenzie distributed and discussed the updated Airport Code. The existing code is too general whereas the updated code has been redefined. Mr. Bobertz moved to approve the updated Airport code; Mr. Cowden seconded the motion. Motion passed 4-0.
- 2G. **Interim Management Agreement (Letter of Agreement) (Kristine Ondrias)**
Mr. Bobertz stated the City Council has already approved the Letter of Agreement. Mrs. Ondrias stated the letter is from the City Manager to the Airport Board president and outlines the services that have been requested by the Board. The cost for these services remains the same. Mr. Vogt moved to accept the Letter of Agreement; Mr. Cowden seconded the motion. Motion passed 4-0.
- 3. INFORMATION AND DISCUSSION:**
- 3A. **Current Taxiway/Drainage Project**
Mr. McKenzie stated the contractors, C. Watts & Sons, are currently working on preparing the material they have in place to pave on and will work the rest of the week on getting their final grade; paving will be done next week. This should take approximately eight days to complete. Mr. McKenzie reported the concrete outfall project on Al Mooney Road has been completed and said the entire project is expected to be finished in July, though they have until August for completion.
- 3B. **Phase II Taxiway/Drainage Project**
Mr. McKenzie stated he had been notified this past Thursday that the Airport will not receive stimulus funding for Phase 2; however, the Airport will be receiving a grant in the amount of \$95,500.00 which should be received within two months according to TXDOT Aviation, at which time the Airport will need to fund \$400,000 in order to go out for bids. The final plans are finished and ready to go to bid. Commissioner Letz suggested putting this on the next City Council agenda. Mr. McKenzie stated he will contact TXDOT for the specifics and get that information to the Board.
- 3C. **Removal of Soil from Base of Fence**
Mr. McKenzie reported the City Streets Department has been working on removal of the soil on an ongoing basis and that this is saving the Airport a significant amount of money.
- 3D. **RFQ's for Fire Fighting Water**
Mr. McKenzie stated he spoke to Cheri Halford, Head of CIP (Capital Improvement Program), and she told him there have been six inquiries and one RFQ turned in. The deadline is April 30, 2009. Mr. McKenzie stated he should have something to present to the Board at their regular May meeting.

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- 3E. **AAAE School**
Mr. McKenzie reported he attended the American Association of Airport Executives School in Irving, Texas for one week. Mr. McKenzie stated some of the subjects discussed were management, accounting, finance, and security issues.

- 3F. **Replace Portion of Concrete Ramp**
Mr. McKenzie presented an enlarged aerial photograph to the Board to show plans for using RAMP (Routine Airport Maintenance Program) grant money to replace a cracked taxiway. Mr. McKenzie stated approximately 170 feet long and 55 feet wide worth of taxiway needs to be replaced. Mr. McKenzie also stated the RMP grant is for \$100,000.00 and feels the Airport will be able to do the replacement without exceeding that amount.

- 4. **EXECUTIVE SESSION:**
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- 5. **ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.**
The Airport Board discussed performance review and compensation for Airport Manager and Airport Manager's Executive Assistant.

- 6. **ADJOURNMENT**
Meeting was adjourned at 6:22 p.m.

APPROVED: _____

Roger Bobertz, President

Dorothy Miller, Recording Secretary