

AGENDA  
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD  
Monday, June 8, 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 January 13, 2009 special meeting P. 1
- 2B. Approve the minutes of the April 29, 2009 workshop P. 3
- 2C. Approve the minutes of the May 4, 2009 regular meeting P. 5
- 2D. Election of Officers (Steve King)
- 2E. Review May 2009 Financials (Josh Selleck) P. 9
- 2F. Select Design Engineer for Fire Flow Water Requirements (Charlie Hastings) P. 15
- 2G. Proposed FY10 Budget (Bruce McKenzie)
- 2H. Phase II Drainage/Taxiway Relocation Budget amendment (Josh Selleck)
- 2I. Proposed New Taxiways & T-Hangar Development
- 2J. Discuss Personnel Matters (regarding Airport Manager and Executive Assistant in Executive Session) (Steve King)

**3. INFORMATION AND DISCUSSION:**

- 3A. Phase I Taxiway/Drainage Update
- 3B. Grant for Phase II Update
- 3C. New Proximity Reader Access Control for Perimeter Gates
- 3D. Ramp Grant Update
- 3E. American Association of Airport Executives Conference in Philadelphia

**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.

\_\_\_\_\_  
Deputy City Secretary, City of Kerrville, Texas

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# DRAFT

## KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEETING MINUTES OF SPECIAL MEETING

JANUARY 13, 2009

On January 13, 2009, the Kerrville-Kerr County Joint Airport Board met with the Kerrville City Council during their regular meeting at 6:00 p.m. in the city hall council chambers, 800 Junction Highway.

### MEMBERS PRESENT:

Roger Bobertz, President  
Stephen King, Vice President  
Mark Cowden  
Tom Moser  
Frederick Vogt

MEMBER ABSENT: None

### STAFF PRESENT:

Bruce McKenzie                      Airport Manager

### 3. PRESENTATION:

3A. Update from Kerrville/Kerr County Joint Airport Board regarding status of current and pending capital improvement projects at the Airport and economic impact of the airport.

Members of the airport board updated the council on the status of Phases I and II of the airport drainage improvement and taxiway relocation project, with discussion on various points:

- Stormwater drainage continued to erode the runway, causing significant damage.
- The taxiway should be 400 feet from the runway; taxiway is 250 feet from runway.
- The 2007 TxDOT economic impact study of 235 airports in Texas rated Kerrville #8. The study indicated the economic impact of the airport on local economy to be: employment: 1,036; total payroll: \$34,155,000; and total output: \$115,940,000.
- The net cost to taxpayers for operation and maintenance of the airport was zero dollars after including revenue from leases, fees, and tax revenue generated.
- The economic improvement corporation funded all of the \$600,000 local match for Phase I.

Mr. Bobertz noted the airport fund needed \$800,000 in FY2010 to fund the 10% match with TxDOT for Phase II of the project, and requested the council consider a resolution of support to be provided to TxDOT. He noted that failure to provide the funding could result in:

- TxDOT and FAA may see it as renegeing on prior commitment of the project.
- Costly penalties and possible payback of past funds invested by TxDOT.
- Possible loss of future funding.

The following person spoke:

1. Bob Kee, questioned the need to have 400 ft. distance between the taxiway and

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the runway. Mr. McKenzie, airport manager, noted the airport had to meet federal design standards of 400 ft. to receive grants, and the distance would provide a safety buffer between the taxiway and runway; this was a safety issue and would not affect the number of departures and approaches.

**ADJOURNMENT.** The meeting adjourned at 6:55 p.m.

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

\_\_\_\_\_  
Stephen King, Vice President

ATTEST:

\_\_\_\_\_  
Brenda G. Craig, City Secretary

# DRAFT

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

Special Meeting  
April 29, 2009

On Wednesday, April 29, 2009, a special meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 3:30 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, *left at 4:00 p.m.; returned at 4:49 p.m.*  
Fred Vogt

### Members Absent:

### Airport Board Staff Present:

Bruce McKenzie, Airport Manager

### City Staff Present:

Dorothy Miller, Secretary, General Services

## 1. CONSIDERATION AND POSSIBLE ACTION:

### 1A. Strategic planning

Development of Strategic Plan dated April 29, 2009 was distributed. Mr. Vogt discussed the strategic plan and some of the changes he had made. Board members gave input as to changes they would like to see. Some of those changes included the following:

- Page 7: Suggestion to either remove or indent Mooney Aircraft Corporation and correct name to Mooney Airplane Company.
- Page 8: Suggestion to add "Communication with stakeholders"
- Page 9: Suggestion to change "genuinely friendly" to single quotation mark instead of double.
- Page 11: Suggestion to remove "To appreciate that..." from last line
- Page 12: Add Navigation and Instrument Approach Facilities
- Page 13: Suggestion to remove first item listed
- Page 16: Suggestion to add Commissioners Court and KEDF to item 2.
- Page 17: Item 7 to be redefined; need to choose courses for Airport Manager to take.
- Page 19: Suggestion to reword last item to read "Plan for the possibility of Mooney to vacate..."
- Page 19: Other action items/strategic initiatives suggested were:
  - To keep the Airport Board fully staffed
  - Development of official policies and procedures

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- Add to Vision (page 11) what the Airport Board is doing to accomplish each item
- Arbitrarily put a name next to each item keeping in mind that some items will require additional workshops, needing the input of multiple Board members opposed to being a one-man job
- Taking action on the price of gasoline
- Uniformed shirts for line service people for a more professional look
- Determine if we are the best airport for our community needs in respect to emergency service, Civil Air Patrol, and other entities that use the Airport for the good of the community
- Determine if hangar fees can and should be waived or reduced for the previously listed groups
- Create a Development Plan

Mr. King suggested placing two or three of these items at a time on the regular board agenda for further discussion.

#### 4. ADJOURNMENT

Meeting was adjourned at 5:27 p.m.

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

\_\_\_\_\_  
Stephen King, Vice President

\_\_\_\_\_  
Dorothy Miller, Recording Secretary

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

**KERRVILLE, TEXAS  
MAY 4, 2009**

On Monday, May 4, 2009, a regular meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 3:31p.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:**

**Airport Board Staff Present:**

Bruce McKenzie, Airport Manager

**City Staff Present:**

Todd Parton, City Manager  
Josh Selleck, Finance Director  
Mike Hayes, City Attorney  
Kristine Ondrias, Director of General Services  
Dorothy Miller, Secretary, General Services

**Visitors Present:**

Commissioner Jonathan Letz  
Commissioner Bill Williams

**CALL TO ORDER**

**1. VISITORS FORUM:**

No visitors spoke.

**2. CONSIDERATION AND POSSIBLE ACTION:**

2A. Approve the minutes of the April 13, 2009 meeting.

Mr. Cowden moved to approve the minutes; Mr. Moser seconded the motion. Motion was approved 4-0 as corrected.

2B. Financial Discussion (Josh Selleck)

Mr. Selleck introduced newly appointed City Manager Todd Parton.

Mr. Selleck stated in the course of another project it was realized some money that was appropriated for Phase I likely wasn't needed. Mr. Selleck stated there is no "found" money that Finance was not aware of, stating there was the \$75,000 to be spent on engineering towards the Airport water line and \$255,364 that's been in the Phase I capital project. These are in separate and independent Airport board funds, which the Board gets statements on every month. There's no found money, no impropriety, and no mis-accounting. Mr. Selleck referred to statements made by Mr. King in September 2008 where Mr. King noted there were revenues over expenditures and asked what happens to those funds. Mr. Selleck had replied that those funds go into the Airport's independent fund balance that Finance accounts for, but is in no way connected to the general fund. The money is contributed 50/50 by City and County. Mr. Selleck distributed Airport Balance Sheet as of April 30, 2009 and Airport Capital Improvement Projects – Fund 74.

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Mr. Selleck stated the second handout is a reduced list of what is currently open and has actual cash behind it. Commissioner Letz asked where the Airport fund money comes from. Mr. Selleck stated the Airport fund money is any money that is contributed jointly by the City and County. Commissioner Williams asked if the list was just CIP and not operations; Mr. Selleck stated it was solely CIP. Mr. Bobertz asked if the Board needed to take any action to appropriate the \$255,364 to the local match. Mr. Selleck stated the money is already appropriated. If the Board so chooses, the Board could begin a Phase II project that is a project independent from the Phase I project; if the Board chooses not to do this, this project will work just fine. Mr. Moser asked if the difference of \$146,405 shown on the Airport CIP list is available. Mr. Selleck stated it is, but has not been appropriated. Mr. Moser asked if a total of approximately \$400,000 is available, why can't it be used to fund the project. Mr. Selleck explained that the total fund balance of \$168,670 plus the project difference of \$146,405 is \$315,075 and the Airport's maximum target reserve is above \$300,000. Currently the fund balance is below that amount, therefore based on the financial management policy the Board recently approved, they would not use either amount for this project. However, it is at the Board's discretion whether or not to use these funds. Commissioner Letz suggested the Board look at long term projects and not use all funds available right now. Mr. King stated the Airport should use the \$255,364 project cash balance towards this project. Mr. Bobertz clarified that one of the decisions the Board needs to make is whether or not to use the entire \$255,364 project cash balance toward the project match. Mr. Selleck stated the City and County already voted and the Board agreed to use this money towards the taxiway relocation project. The money that the Board can take action on is the unappropriated funds of \$146,405. Mr. Bobertz asked Mr. Cowden's opinion on appropriations. Mr. Cowden stated the Airport should not appropriate the available funds and ask the City and County to fund \$75,000 each. Mr. Bobertz asked if the Board should resolve to allocate the \$146,405 into the operating fund. Mr. Selleck stated it is not posted on the agenda; therefore the Board cannot take action on it.

### 2C. EIC Application for Phase II Funding (Roger Bobertz)

Mr. Bobertz stated the Board was authorized by the County Commissioners' Court pursuant to a court order to, on their behalf, apply for their part of the match funding for the project. Mr. Bobertz stated he was told the Board cannot approach Economic Improvement Corporation for funding without approval by both governing bodies. Mr. Hayes, City Attorney, confirmed that for the Airport Board to be the advocate for EIC funding (or any grant funding) they need consent from both City and County. Mr. Bobertz stated at the City Council meeting the City opted to use current operating cash to fund their \$75,000 commitment to this project and is not applying for EIC funding. Commissioner Letz stated the entities have to be in sync on capital improvement. Mr. Bobertz stated the Board's choices are to sign the EIC application and submit it for City approval; don't sign it and get prior written City approval, which is what the interlocal agreement states they need to do; or have the County go directly to EIC, which would not require City Council approval. Mr. Bobertz stated the problem is with policy, not the Airport Board, and is between the City and County and added there needs to be one policy, not two. Mr. King asked if the City voted to pay for their half of the project cost out of their budget, is it fair to go to EIC for the County's half and added he does not believe these projects should be funded by EIC, stating the City and County are provided with capital improvement budgets 5-7 years in advance, therefore both entities should budget for those projects. Mr. King asked if the County is going to fund their share through EIC. Commissioner Williams stated the County has never said the funding would not be there; rather they are examining ways in which the funding can be acquired. Mr. McKenzie stated that when TXDot sends their invoice, the Airport will have approximately thirty days to pay it. Mr. Bobertz moved that the Airport Board authorize him to sign the application to Economic Improvement Corporation on behalf of the



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County to fund their share of the 5% match for the taxiway relocation drainage project and that that be made contingent on written approval by the City before it may be forwarded to EIC and added the Board believes there is a policy dispute between the City and the County on this matter and they would appreciate it being resolved; motion was seconded by Mr. Vogt and approved 5-0.

**2D. Airport Lease Agreements (Bruce McKenzie)**

Mr. McKenzie stated previously Mr. King requested more information on Airport leases. Mr. McKenzie distributed Kerrville/Kerr County Airport Land/Ground lease Information, stating the only caveat is Dugosh Aviation.

**2E. Aviation Taxiway/Taxi Lane Grant (Bruce McKenzie)**

Mr. McKenzie stated approximately 18 months ago at the Direction of the Board he applied for a grant to put in a taxiway and a taxi lane on the west end of the Airport in front of Brinkman's hangar. Mr. McKenzie reported the situation has improved greatly and the Airport will be getting a new taxiway at no cost to the Airport. Mr. McKenzie stated what requires now is a letter of assurance from the Board or a private entity saying the Airport will build hangars if funds the taxiway. Mr. McKenzie said the Airport can move the project back one to two years until the fire flow is fixed. Mr. Vogt moved to have Mr. McKenzie write the letter; Mr. Moser seconded. Motion was approved 5-0.

**2F. Possible Construction of T-Hangars (Bruce McKenzie)**

Mr. McKenzie distributed budget pricing from a local contractor to mirror the Airport's current T-hangars.

**2G. Strategic Planning (Fred Vogt)**

Mr. Vogt distributed a re-work of the strategic planning. Mr. Vogt discussed changes made per the workshop held on April 29, 2009. Mr. Vogt stated he delegated action items to individual board members and said they are open for discussion.

**3. INFORMATION AND DISCUSSION:**

**3A. RFQ's for Fire Flow Water**

Mr. McKenzie stated he, Mr. Moser, Charlie Hastings Director of Public Works, and Cheri Halford, CIP Manager, will meet tomorrow to try to select a contractor.

**3B. Automated External Defibrillator (AED) for Airport Terminal Building**

Mr. McKenzie stated he was prompted by the Airport Board President to purchase an AED. Mr. McKenzie reported it had been received and seven Kerrville Aviation employees including Laurie DeJohn-Erme and himself will receive training tomorrow from 9:00 a.m. to 1:00 p.m. on CPR, First Aid, and AED.

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

Mr. McKenzie reported last week the contractor worked ½ day due to inclement weather. The moisture affected the base material to a degree so the contractor has been working to get it set again. Mr. McKenzie stated the contractor hopes to be able to pave next week, but the weather needs to be right and they need to get their density.

**3D. Ramp Reconstruction**

Mr. McKenzie stated at the last board meeting he explained to the Board about the east end of the ramp that was cracked. Mr. McKenzie stated he has since talked to Harry Lorton, an engineer at Aviation engineer, and was told the Airport can include the ramp repair into this project and not spend RAMP money.

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Mr. McKenzie announced there will be a reception for the new City Manager on Friday, May 8, 2009, from 4:00 to 6:00 p.m. at Inn of the Hills and this event has already been posted in the event three or more Board members attend.

Mr. McKenzie stated Laurie DeJohn-Ermey did not wish for flowers to be sent for her father who recently passed away, but suggested donating to the American Cancer Society if anyone so chose to. Mr. McKenzie informed the Board that he spoke to Mike Hayes, City Attorney, and was told the Board cannot use public funds to send as a donation. However, anyone wishing to could send an individual donation.

**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.

**6. ADJOURNMENT**

Mr. Moser moved to adjourn the meeting; Mr. King seconded. Motion was approved 5-0. Meeting adjourned at 5:45 p.m.

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

\_\_\_\_\_  
Stephen King, Vice President

\_\_\_\_\_  
Dorothy Miller, Recording Secretary

**CITY OF KERRVILLE  
AIRPORT FINANCIALS**

<b>Cash Balance as of 5/1/09</b>		\$ 208,360
Revenues:		
Intergovernmental Revenue	31,167	
Interest and Miscellaneous	13,043	
	<u>          </u>	<u>44,210</u>
Expenses:		
Personnel	1,055	
Supplies	2,698	
Maintenance	3,921	
Services	31,350	
Other Expenses	70	
Transfers Out	4,195	
Terminal Expenses	721	
Total Expenses	<u>          </u>	<u>(44,009)</u>
<b>Ending Cash Balance as of 5/31/09</b>		208,561
Liabilities		
Airport Manager Severance	43,182	
Capital Replacement Reserve	2,493	
Other Liabilities	4,106	
Total Liabilities		<u>(49,781)</u>
<b>Available Cash Balance as of 5/31/09</b>		<u><u>158,780</u></u>

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: MAY 31ST, 2009

47 -AIRPORT FUND  
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
<b>INTERGOVERNMENTAL REVENUE</b>					
47-6306 TXDOT-REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
47-6322 KERR COUNTY - PROJECT MATCH	25,000.00	2,083.33	18,749.97	75.00	6,250.03
47-6347 KERR COUNTY - CONTRIBUTION	162,000.00	13,500.00	121,500.01	75.00	40,499.99
47-6361 CITY - PROJECT MATCH	25,000.00	2,083.33	16,666.64	66.67	8,333.36
47-6362 CITY - CONTRIBUTION	<u>162,000.00</u>	<u>13,500.00</u>	<u>108,000.00</u>	<u>66.67</u>	<u>54,000.00</u>
TOTAL INTERGOVERNMENTAL R	374,000.00	31,166.66	264,916.62	70.83	109,083.38
<b>INTEREST AND MISCELLANEOU</b>					
47-6901 LEASES	128,050.00	7,492.97	63,212.25	49.37	64,837.75
47-6902 FUEL FLOW FEES	36,000.00	2,341.35	20,375.10	56.60	15,624.90
47-6903 TERMINAL LEASE	13,145.00	1,041.13	9,559.34	72.72	3,585.66
47-6904 T-HANGAR LEASE	44,000.00	2,000.00	29,487.50	67.02	14,512.50
47-6905 VEHICLE RENT-SURCHARGE	3,500.00	167.98	1,886.21	53.89	1,613.79
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	0.00	2,104.39	30.06	4,895.61
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	13,043.43	126,624.79	54.35	106,370.21
<b>TRANSFERS IN</b>					
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 ***	606,995.00	44,210.09	391,541.41	64.50	215,453.59

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: MAY 31ST, 2009

47 -AIRPORT FUND  
00-NON-DEPARTMENTAL  
DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
<b>PERSONNEL</b>					
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	1,054.66	2,811.01	( 2,811.01)
47-800-011	LOCAL MEETING EXPENSE	0.00	0.00	0.00	0.00
	TOTAL PERSONNEL	0.00	1,054.66	2,811.01	( 2,811.01)
<b>SUPPLIES</b>					
47-800-101	OFFICE SUPPLIES	1,540.00	90.52	1,579.47	( 39.47)
47-800-102	SMALL TOOLS AND EQUIPMENT	700.00	0.00	401.30	298.70
47-800-103	CHEMICAL AND MEDICAL SUPP	4,000.00	2,489.38	2,515.76	1,484.24
47-800-104	FUEL AND OIL SUPPLIES	0.00	42.98	342.20	( 342.20)
47-800-105	FOOD SUPPLIES	400.00	75.00	( 217.36)	617.36
47-800-106	JANITORIAL SUPPLIES	800.00	0.00	844.34	( 44.34)
47-800-110	POSTAGE/UPS/FED-EX	750.00	0.00	89.90	660.10
47-800-111	COMPUTER UPGRADE	0.00	0.00	0.00	0.00
47-800-112	COMPUTER SOFTWARE PURCHAS	0.00	0.00	0.00	0.00
47-800-132	SOD, SEED, PLANTING	0.00	0.00	0.00	0.00
	TOTAL SUPPLIES	8,190.00	2,697.88	5,555.61	2,634.39
<b>MAINTENANCE</b>					
47-800-201	LAND	45,500.00	37.90	6,914.80	38,585.20
47-800-202	BUILDINGS AND STRUCTURES	34,000.00	2,565.00	8,134.19	25,865.81
47-800-203	MAINTENANCE - CITY GARAGE	0.00	0.00	0.00	0.00
47-800-204	PARTS @ CITY GARAGE	0.00	103.04	653.91	( 653.91)
47-800-205	OFFICE EQUIPMENT	1,680.00	158.84	1,044.97	635.03
47-800-206	INSTRUMENTS AND APPARATUS	16,600.00	1,159.75	8,325.74	8,274.26
47-800-207	STREETS	0.00	0.00	0.00	0.00
47-800-208	TRAFFIC CONTROL DEVICES	100.00	0.00	( 658.98)	758.98
47-800-209	TAXIWAYS/RUNWAYS	0.00	0.00	0.00	0.00
47-800-212	REPAIRS-NOT CITY GARAGE	0.00	0.00	286.02	( 286.02)
47-800-214	RAMP GRANT MATCH	0.00	0.00	0.00	0.00
	TOTAL MAINTENANCE	97,880.00	4,024.53	24,700.65	73,179.35
<b>SERVICES</b>					
47-800-301	PHONE SERVICE	1,068.00	60.26	362.20	705.80
47-800-302	LIGHT AND POWER	9,500.00	532.41	4,421.77	5,078.23
47-800-303	NATURAL GAS	0.00	0.00	1,628.25	( 1,628.25)
47-800-304	WATER & SEWER	750.00	37.60	266.11	483.89
47-800-305	LEGAL SERVICE	0.00	0.00	0.00	0.00
47-800-306	SPECIAL SERVICES	30,000.00	80.00	4,438.37	25,561.63
47-800-307	INSURANCE	12,000.00	0.00	0.00	12,000.00

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: MAY 31ST, 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	0.00	1,103.87	35.61	1,996.13
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	184,651.14	52.18	169,200.21
47-800-347-01 REIMBURSE COUNTY - EMP CO	0.00	9,722.77	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	31,349.70	263,867.92	63.96	148,701.43
<b>OTHER EXPENSES</b>					
47-800-401 CERITIFICATES, AWARDS, ETC	0.00	455.18	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	455.18	3,382.12	17.08	16,417.88
<b>CAPITAL OUTLAY</b>					
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
<b>TRANSFERS OUT</b>					
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	125,000.00	4,166.67	108,333.36	86.67	16,666.64
47-800-975 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
47-800-990 TRANSFER - INSURANCE	350.00	29.17	233.36	66.67	116.64
TOTAL TRANSFERS OUT	125,350.00	4,195.84	108,566.72	86.61	16,783.28

CITY OF KERRVILLE  
FINANCIAL STATEMENT  
AS OF: MAY 31ST, 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	663,789.35	43,777.79	408,884.03	61.60	254,905.32

CITY OF KERRVILLE  
 FINANCIAL STATEMENT  
 AS OF: MAY 31ST, 2009

47 -AIRPORT FUND  
 01-TERMINAL  
 DEPARTMENT EXPENSES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACT & EN C	% OF BUDGET	BUDGET BALANCE
<b>SUPPLIES</b>					
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
<b>SERVICES</b>					
47-801-301 PHONE SERVICE	900.00	63.46	292.14	32.46	607.86
47-801-302 LIGHT & POWER	9,600.00	657.04	4,944.25	51.50	4,655.75
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	0.00	2,007.46	111.53	(207.46)
TOTAL SERVICES	19,500.00	720.50	8,068.85	41.38	11,431.15
TOTAL 01-TERMINAL	19,500.00	720.50	8,068.85	41.38	11,431.15
*** TOTAL EXPENSES ***	683,289.35	44,498.29	416,952.88	61.02	266,336.47





## MEMORANDUM

TO: Kristine Ondrias, Director of General Services

VIA: Charlie Hastings, Director of Public Works

FROM: Cheri Halford, CIP Manager

DATE: June 3, 2009

SUBJECT: RFQ Selection – Airport Water Line

An RFQ for the Airport Water Line was advertised the weeks of March 13, 2009 and March 20, 2009. The deadline for submitting a response to the RFQ was April 30, 2009. Nine engineering firms submitted responses. On May 5, 2009, the RFQ selection team comprised of the CIP Manager, the Director of Public Works, the Airport Manager and Airport Board Member Tom Moser met to discuss and compare the scores each responder received. The team unanimously agreed on BWR Engineering as the preferred firm based on their qualifications and experience.

The services and associated fees of the initial and negotiated fees are as follows:

<b>Initial BWR Proposal</b>		<b>Negotiated BWR Proposal</b>	
<b>Preliminary Phase Services</b>		<b>Preliminary Phase Services</b>	
Surveying Services	\$19,952.00	Surveying Services	\$16,255.00
Geotechnical Services	\$3,950.00	Geotechnical Services	\$3,950.00
Conceptual Planning	\$8,681.00	Conceptual Planning	\$3,647.00
<b>SUBTOTAL</b>	<b>\$32,583.00</b>	<b>SUBTOTAL</b>	<b>\$23,852.00</b>
<b>Design Phase Services</b>		<b>Design Phase Services</b>	
Preliminary & Final Design	\$44,700.00	Preliminary & Final Design	\$44,700.00
<b>SUBTOTAL</b>	<b>\$77,283.00</b>	<b>SUBTOTAL</b>	<b>\$68,552.00</b>
Bidding Phase	\$5,096.00	Bidding Phase	\$4,387.00
<b>SUBTOTAL</b>	<b>\$82,379.00</b>	<b>SUBTOTAL</b>	<b>\$72,939.00</b>
Construction Administration	\$8,437.00	Construction Administration	\$2,009.00
Construction Observation	\$28,965.00	Construction Observation	\$0.00
	<b>\$119,781.00</b>		<b>\$74,948.00</b>