

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

Board Meeting
March 6, 2007

On Tuesday, March 6, 2007, the meeting of the Board Members of the City of Kerrville, Kerrville-Kerr County Joint Airport Board, was called to order at 3:30 p.m. by Dr. John Davis, President, at the City of Kerrville City Hall, 800 Junction Highway, Kerrville, Texas.

Members Present:

Dr. John Davis, President
Commissioner Letz, Vice President
Commissioner Williams
Councilperson Coleman
Mayor Gene Smith
Roger Bobertz
Stephen W. King (arrived at 4:01 p.m.)

Members Absent:

Staff Present:

Mindy Wendele, Director of Business Programs
K. Irene Stone, Executive Assistant to City Manager
Bruce McKenzie, Street Maint. Director
Brant Gary, Director of Administrative Services
Jeannie Hargis, Chief Financial Officer
Josh Selleck, Budget Analyst

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

3 **Approve the Minutes of February 14, 2007, and February 20, 2007, Board Meetings.**
Commissioner Letz made a motion to approve February 14, 2007, Minutes as amended; Mr. Bobertz seconded. The motion passed 6 to 0.

Mayor Smith made a motion to approve February 20, 2007, Minutes as amended; Councilmember Coleman seconded. The motion passed 5 to 0, with Mr. Bobertz abstaining as he was not present at the February 20, 2007, meeting.

Discuss and take appropriate action about the At-Large Board Member selection process outlined in the Airport Joint Agreement. (Commissioner Letz)

The Constituents Agency Members briefly discussed the Airport Joint Agreement. Mayor Smith wanted to know if County Commissioners felt the Agreement was bad, and Commissioner Williams stated he did not think it was. Councilmember Coleman thought the discussion was not to do serious editing to the Agreement, but to clarify the nomination issue in respect to the problems encountered with Stephen King's nomination. Questions of concern: do the Constituent Agency Members pick a City or County representative? How is the advertising conducted (what timeframe)? Should special consideration be given to people with aviation experience or background?

The four Constituent Agency Members felt that they, as the Owners on the Joint Airport Board, act on their own and choose the Board's three At-Large Members, who should be representatives of the aviation community and not City or County, and frame the advertisement/solicitation appropriately. The Owners would then approach their respective governing agencies and present their choice for appointment.

The Owners wanted prospects to submit a letter of interest and a resume in addition to the application, which the prospects can pick up at the City Clerk's or Court Coordinator's offices. Once completed, the application packet will be sent to Chairman of the Joint Airport Board. Dr. Davis preferred that the applications be mailed to the City Hall address to attention of the Chair of the Joint Airport Board. The Owners wanted to redesign the current generic board application to reflect the Joint Airport Board.

Commissioner Letz made a motion that Mayor Smith and Commissioner Williams be authorized to meet, write down, and approve what the Board has discussed and come up with the necessary application form and to draft the advertisement to submit to the newspaper in accordance with a schedule that the City Manager will follow. Councilmember Coleman seconded the motion, and it passed 4 to 0.

A brief recess was called at 3:50 p.m. with meeting to resume at 4:00 p.m.

Recommend TxDOT proceed with Airport Business Plan with an amended scope and authorize the City Manager to execute documents pertaining to the Airport Business Plan. (Commissioner Williams)

Commissioner Williams reviewed the recommended changes by the Selection Committee, which was basically, he said, minor language changes. The scope of work would be amended at the Preamble section to include "5. Review Airport Governing/Operation Documents." In the text of the scope of service, page 4, under subtitle: Task 4. Business Plan. A. Outline, the sentence "5. Review Airport Governing/Operating Documents" was added. Final addition was page 4, under B. Risk Assessment, Product, "Task 5: Review Airport Governing/Operating Documents. Consultant shall, in addition to writing an airport Business Development Plan, review all documents, rules and regulation by and under which the Kerrville/Kerr County Airport operates."

The Board felt that Task 5 should not be listed under the subtitle: Task 4, Business Plan. Mayor Smith also noted that in paragraph two of page 1, the sentence "The scope of services of **four** main tasks..." should be changed to "The scope of services of **five** main tasks..." in order to be consistent.

Commissioner Williams moved to accept the scope of work as amended. Mayor Smith seconded. Commissioner Letz noted on page 22 of the Agenda Packet, the Agenda Bill for the Business Plan proposal had the Recommended Action authorizing the City Manager to execute the documents for the Business Plan instead of the Airport Board Chair. Commissioner Williams asked to amend the motion to include authorization to be the Airport Board President to execute the Business Plan documents and not the City Manager. Mayor Smith seconded the amendment to the motion. The motion passed 7 to 0.

Report from Board Member Bobertz about Local Government Code 252 for municipalities and Local Government Code 271 for counties, regarding purchasing and contracting authority of cities and counties. (Roger Bobertz)

Mr. Bobertz discussed the conversation he had with the City and County Attorney about Code 252 and 271. The County Attorney did not care which Government Code was followed as long as one Code was chosen. The City Attorney, however, preferred that Code 252 be adhered to as the City was the contractor. He noted that Code 252 and 271 were not in conflict, although they had differences.

Mr. Bobertz stated he would like to come back to the next meeting and present Code 252 as the purchasing and contracting authority for the Joint Airport Board. Commissioner Williams asked that Mr. Bobertz provide every Board Member with a copy of Code 252 in the agenda packet for the next meeting. The Board discussed if the proposal should reflect the contractor and, consequently, the Code changes when the contractor changes each year? The example given was if the County replaced the City next year as contractor; the Board would then follow Code 271. Mr. Bobertz stated he would address this issue in his proposal.

Dr. Davis asked Mr. Bobertz to bring his proposal back for action at the next meeting.

Consider and discuss financial impact to Airport Budget resulting from termination of lease and move BA Products from Kerrville/Kerr County Airport. (Commissioner Williams)

Brant Gary, Director of Administrative Services, reviewed the effect BA Products non-lease renewal would have on the revenue budget. There is not a direct impact short-term, but the Board would have to budget appropriately next year if the hanger was not leased in the long-term.

The Board wanted to know what the City was doing to re-lease the building. Mindy Wendele, Business Programs Director, replied that they are already marketing the buildings, and that she and Guy Overby, Kerrville Economic Development Foundation, have received interested calls. The hanger is advertised for lease on the Business Programs and the KEDF websites. Commissioner Williams wanted the advertisement to also be on the County website. Councilmember Coleman asked if they should be consulting a realtor. Ms. Wendele stated the Board would have to decide that.

No action taken by the Board

Discussion and possible action on landscaping the area around the Airport Terminal. (Dr. Davis)

Dr. Davis told the Board he placed this item on the agenda because the Airport Terminal will be open soon and David Pearce, Airport Manager, told him that hydro-mulching was a part of the landscaping plan. Dr. Davis asked if the Board have any other suggestions regarding the future landscaping of the Terminal? Mayor Smith recommended that any shrubs or bushes not grow higher than 2 feet so that the Terminal's stonework could be seen. Commissioner Letz recommended the Master Garden group design the landscape, the Board explore installing a sprinkler system, and the landscape be xerio-scaped as possible with minimal grass and shrubs. Commissioner Williams recommended rainfall capture from the roof to conserve water. Jim Bethel, retired airline pilot, noted that the Kerrville Ladies Auxilliary might be interested in helping with the landscape, as they have made previous offers of help in the past regarding landscape around the sign.

Per Dr. Davis' question regarding available funds for landscaping, Ms. Wendele stated landscaping was not a budgeted line item, but funds may be leftover in the Airport Terminal balance. Commissioner Letz stated he would rather have sod and not hydro-mulching. He thought it would cost \$10,000 approximately for sod and irrigation system. The Board felt there was a need to make a decision on this quickly as the contractor was getting ready to hydro-mulch.

The Board wanted to Commissioner Letz to be the point man for landscaping, and Dr. Davis asked him to speak with the Master Garden group about a Master Plan for the future, and report back to the Board. Three issues of concern, in order of importance, were sod,

irrigation, and a master-landscaping plan for the Airport Terminal. Mr. King mentioned he thought there was a proposal for a security fence to keep people from driving onto the ramp. The Board would like to know more about the issue also.

Discussion and possible action on the placement of the wrought iron “Louis Schreiner Field” sign (Dr. Davis)

Commissioner Williams handed out an email from Nelson Happy offering to fund the sign being erected and placed on a pedestal. Commissioner Letz and Dr. Davis both stated they preferred the sign being on a pedestal and not on the ground. Commissioner Williams recommended Mr. Happy meet with GRW Architects, graphic designers of the sign blueprint, to come up with an idea for the sign placement. Mr. Bobertz noted it would be good for the sign placement to be at the ramp site so visitors could see it when taxiing up to Airport Terminal. Commissioner Williams wanted the sign to state “Kerrville-Kerr County Airport at Louis Schreiner Field” if it were placed along Highway 27 or “Louise Schreiner Field” if situated by the ramp.

Commissioner Williams moved under Item 9 that the Board accept the generous offer of Mr. Nelson Happy to assist in the design and construction of the pedestal to place the Louis Schreiner sign on the ramp side of the new Terminal. Mayor Smith seconded, and the motion passed 7 to 0. Commissioner Williams would bring the matter back to Mr. Happy.

Discuss Board Responsibilities. (Commissioner Letz)

Commissioner Letz addressed the Board and stated that the City Manager has twice reprimanded Board Members, Commissioner Williams and Mr. King, for speaking to others about the Airport. He felt a Board Member could speak individually how they wanted, but they could not represent themselves as speaking on behalf of the Board or as a Board Member unless sanctioned by the Board. Mayor Smith agreed.

Mr. Bobertz felt Board Members should not discourage interested businesses in coming to the Airport, but should stop short of encouraging competition to businesses already at the Airport. Commissioner Williams, Commissioner Letz, and Mayor Smith believed that it was important to not discourage competition, but the prospective business had to follow the same rules as the businesses already in place at the Airport, whether mechanic or FBO. Councilmember Coleman felt the role of Airport Board Member should be as policy makers, and they should not have “a disconnect” on their alliance about the Airport. He felt the Airport Retreat would be a good time to review management models and pick one for the Board to utilize.

Mr. King said the item was on the agenda because of him. He expressed dissatisfaction at having his email sent to the Airport Board without him being consulted first and did not appreciate the City Manager reprimanding him. He intended to address the City Manager about the issue. Commissioner Williams believed management should talk to the Board more frequently and less to itself.

Dr. Davis summarized that the two cases, Williams and King, were based on information and assumptions that were incorrect. He felt the Board needed to have confidence in their fellow Board Members that they are functioning and acting in an appropriate manner.

Council Member Coleman felt the problem was systematic of a larger issue. He believed the Board needed to figure out the best way to operate the Airport for everyone’s benefit whether the County operates it, the City by itself operates it, or it is a KPUB-type arrangement. He felt it was imperative to move to one of those three options.

No action taken by the Board.

Approve Monthly Financial Statements.

Jeannie Hargis reviewed financial statements with the Board and noted that the Budget was into its fifth month and in good shape. Per Commissioner Letz’s question, Ms. Hargis stated that staff is to have projections in by first of April in order to determine any reallocation of funds.

Mr. Bobertz moved that to approve the financial statements as presented. Commissioner Williams seconded. The motion passed 7 to 0.

Announcements

Commissioner Letz asked to pick a date for the Retreat at his ranch. Mayor Smith wanted to know if better to wait for Business Plan to be completed. Dates to look at are March 27, 28, or 29. The Board instructed Irene to poll the Airport Board for 1:00 pm. to 5:00 p.m. on either of those three days.

Mayor Smith asked for an update from Ms. Wendele on a Texas Capital grant to Mooney from Texas Department of Agriculture (TDA). Ms. Wendele explained that the City's grant administrator had informed her electronically that TDA is penning a letter stating their position on the Mooney grant.

Ms. Wendele also reminded the Board about that Friday, April 13th, at 10:00 a.m. will be the Airport Terminal Grand Opening.

Adjournment

Mr. Bobertz motioned to adjourn. Commissioner Williams seconded; and the motion passed 7 to 0. Dr. John Davis adjourned the meeting at 5:10 p.m.

APPROVED: 4-3-07



K. Irène Stone, Executive Assistant to
the City Manager

Dr. John Davis, President