

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

**Board Meeting
May 1, 2007**

On Tuesday, May 1, 2007, the meeting of the Board Members of the Kerrville-Kerr County Joint Airport Board was called to order at 4:15 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
Council Member Coleman
Stephen W. King
Roger Bobertz
Mayor Gene Smith

Members Absent:

Staff Present:

Mindy Wendele, Business Programs Director
David Pearce, Airport Manager
Bruce McKenzie, Street Maint. Dept. Coordinator
Jeannie Hargis, Finance Director
Irene Stone, Assistant to the City Manager
Huma Ahmed, Deputy City Clerk

2. Visitors/Citizens Forum No one spoke.

3. Approve the Minutes of April 3, 2007 Board Meeting:

Commissioner Williams moved to amend the April 3, 2007, Meeting Minutes. The amendment called to strike the last sentence on page 2, section 5A and add "Dave Pearce and Commissioner Letz were asked to proceed."

Mr. Bobertz seconded the motion; Mayor Smith abstained and the motion passed 6 to 0.

4. Authorize Airport Manager to proceed with completing airport-fencing project with wrought iron fence adjacent terminal:

Mr. Pearce recommended that the Board proceed with soliciting bids/quotes for a wrought iron fence to go around the terminal building. The Board asked Mr. Pearce to put together a plan view in order to better understand where the new fence will be added and which of the existing fences will be replaced. The Board expressed concern over the aesthetics of the future fence. They asked to see a plan view that would incorporate a lower fence where possible and a manual gate upfront. Further discussion on the fence was postponed until the next Board meeting when this revised plan view would be presented.

5. Authorize Airport Manager to proceed with Terminal Landscaping:

Commissioner Letz stated that the Board's next steps for proceeding with the terminal landscaping project would be to either (1) solicit formal bids for landscaping and irrigation or (2) direct the City or County to provide this service through volunteer work. Commissioner

Letz was asked how long it would take to solicit bids. Commissioner Letz answered that the Board would need to allow for approximately two months to collect bids for this project. Commissioner Letz cautioned that the bid process will ultimately raise the price by placing additional requirements on the job. The Board asked for his recommendation. He recommended that the Board hire a contractor to put in the proposed irrigation system and have the County and City use its workers and perhaps volunteers when available to put in the grass. Xeriscaping was not recommended because of the higher cost. The Board expressed that they would like to keep maintenance costs as low as possible. Commissioner Letz believed that it would be best to first produce a workable landscape design and then solicit for bids.

Commissioner Williams asked the President to open the floor to discussion on the location and erection of Louis Schreiner Field Airport Sign (Agenda Item 6) so that the landscaping and the sign location issue could be discussed together.

Dr. Davis opened the discussion up for to both items.

6. Discussion of location and erection of Louis Schreiner Field Airport Sign. (Commissioner Williams):

Commissioner Williams noted that the placement of the airport sign would effect the overall landscape and irrigation design so it was best that these issues be discussed together. Commissioner Williams suggested that he, Mr. Pearce and Mr. Nelson Happy set a time for deciding where the sign should be placed. Council Member Coleman commented that the fence location also comes to play in this discussion. Mr. Pearce commented that he has received questions from members of the Kerrville Historic Commission about the future placement of the sign. They believe the sign has significant historic value and would like for it to be properly preserved and displayed. Dr. Davis created a committee with oversight over the master plan for landscaping, the fence placement and design, and position of the Louis Schreiner Field Airport sign. Dr. Davis appointed Mr. Happy, Bruce McKenzie, Dave Pearce, Commissioner Letz, and Mayor Smith to the committee. The committee will be empowered to create a site plan to include these issues.

7. Presentation of a draft of Airport Capital Improvement Program (CIP).

This was the first time the CIP had been presented to the Board. The CIP will be placed on the agenda again for the next Board meeting, and then will be presented towards the end of the year to the EIC. The Board asked Mr. Pearce if they needed a master business plan for the airport before they could approve the CIP which would then go to EIC. Mr. Pearce explained that the CIP was merely a planning tool which helped the Board to identify upcoming major projects. He added at the June Board meeting, the Board will need to make recommendations to the City and County for projects for Fiscal Year 2008. The Board asked for clarification of the loop paving project. Mr. Pearce clarified that it covers the entrance road into the terminal to the area where the fuel farm is and back to the gate going to the Brinkman hangar. The Board also asked for clarification of the drainage project. Mr. Pearce clarified that this was the master drainage plan for the entire airport. The Board discussed whether these projects should be directed to EIC. Mr. Pearce explained that EIC was expecting to receive projects from the airport and was prepared to fund these projects. At

the next Board meeting, the Board will be asked to prioritize projects for FY 08 and recommend the capital budget.

8. Approve Monthly Financial Statements.

Ms. Jeannie Hargis presented the March monthly statement. There was a discussion on the vacancy level of the t-hangars. Mr. Pearce answered that the t-hangars are 100% filled. The Board began a discussion on availability and construction of future t-hangars. The Board discussed placing this item on the July board meeting agenda. No action was taken.

Commissioner Letz moved to approve the financial statement. The motion was seconded by Mr. Bobertz. The motion passed 7-0.

9. Announcements and General Updates:

- A. Runway remarking project. Remarking project is done.
- B. Slurry Seal-t-hangar area. The asphalt around the t-hangar needs to be re-sealed. Mr. Pearce is having trouble finding someone to take on this project because it is a small project. He is actively searching for a contractor.
- C. Business Plan. The contract with TxDOT has been signed. TxDOT has not yet issued the notice to proceed. The consultant is asking for copies of certain documents. Once those are provided then the appropriate meetings and action will be scheduled.
- D. TxDOT Regional Planning Conference. The conference is scheduled for Friday, May 4, 2007, at the new airport terminal. Mr. Pearce explained that the Conference takes place every three years. TxDOT uses this opportunity to report on TxDOT's status, and an overview of the state's transportation system, and forecast of the next 2-3 years of TxDOT programs. Mayor Smith and Mr. Bobertz will attend the meeting. Commissioner Letz will attend part of it.

Mr. King reported a large rut in the runway that needed to be repaired. Mr. Pearce will look into this issue.

7. Adjournment.

Council Member Coleman moved to adjourn. The motion was seconded by Commissioner Williams, and passed 7 to 0. Meeting adjourned at 5:23 p.m.

APPROVED: _____

Commissioner Jonathan Letz, Vice-President

Huma Ahmed, Deputy City Clerk