

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, October 23, 2019 at 8:30 a.m.

Airport Terminal Conference Room

1877 Airport Loop Road

Kerrville, Texas 78028

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MEMBERS PRESENT:

Bill Wood, President

Mark Mosier, Vice President

Jim Mans

Keith Miller

MEMBERS ABSENT:

Trey Atkission

AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

Carole Dungan, Executive Assistant

COUNTY STAFF PRESENT;

Tom Moser' County Commissioner

Jonathan Letz County Commissioner

Tanya Shelton, County Auditor

James Robles, Assistant County Auditor

CITY STAFF PRESENT;

Judy Echner, City Council Person

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5.	EXECUTIVE SESSION	
	<p>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 Session 551.071(consultation with Attorney), 551.072 (deliberations regarding real property), 551.073 (deliberations regarding gifts), 551.074 (personnel matters), 551.075, 551.076(deliberations regarding security devices) or 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas.</p>	
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1. VISTOR FORUM –

Tom Mosier introduced the new County Auditor Tanya Shelton. She took a few moments in give her background and everyone gave her a warm welcome.

2. KERRVILLE – KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM –

Carole Dungan, presented a corrected chart showing the 5 year terms that the Airport Board had previously approved. She also went over the job description for the President and Vice President. She also mentioned that if a board member is interested shirts can be purchased with the Airport's logo on them.

3. CONSENT AGENDA:

The Board approved the Joint Airport Board minutes for September with a vote of 4 - 0 with one member absent.

4. DISCUSSION AND POSSIBLE ACTION

4A. Financials - James Robles – Presented the financials for September. A motion to accepted the financials was made and seconded. President Wood called for a vote. The vote was 4-0 with one member absent.

4B. Airport Board Discussion

- James Robles addressed the issue of contacting other auditing firm to conduct the Independent Audit for the Airport. He stated that the firm who did the audit last year did not want to continue doing the audit in the future. He advised the Board that he would send Mary and Carole a form they could use to received RFP from other firms.

4C. General Updates:

- Mary Rohrer explained to the Board the Easement KPUB is seeking for the new lines and where they would cross the airport property (see attachment). The Board gave their consent to allow KPUB to implement their plans.
- Mary Rohrer gave an update on the runway marking and her progress in her attempt to have the runway strengths and weight bearing increased
- She also advised the Board that Air Evac (an airport tenant) has requesting permission to put in a storm shelter close to their building, which she has approved.
- Mooney's ownership of the equipment in the building behind the "horseshoe" was discussed.
- Lastly, Mary Rohrer informed the Board that the Commemorative Air Force group would be coming to the airport on March 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>. The Board wants the make this a big deal.

4E. Strategic Planning –

- Each of the Champions gave a brief summary of their work on action items.

4F. Real Property (executive sessions 551.072)

- Leases – The board went into executive session at 9:45 a.m.

5. The Board came out of Executive Session at 11:24 am.

6. ADJOURNMENT

Motion for adjournment was made and seconded. Vote was taken 4-0 with one member absent.  
Meeting adjourned at 11:26 p.m.



**AGENDA  
REGULAR MEETING OF THE  
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD  
OCTOBER 23, 2019 at 8:30 AM  
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 with 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. KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM**

At this time, any member(s) of the Kerrville – Kerr County Joint Airport Board may speak to the Board and/or public present on any matter not scheduled on the agenda. (No deliberate or formal action can be taken on these items because the Open Meetings Act requires an item that requires formal action to be posted on the agenda 72 hours before the meeting. If formal action is required, the item will be placed on an agenda for a future meeting.)

**3. CONSENT AGENDA**

All items listed below within the consent agenda are considered routine by the Board and will be enacted with one motion. There will not be separate discussion of items unless a Board Member or citizen so request, in which event the item will be removed from the general order of business and considered in its normal sequence.

3 A. Approval of September 25, 2019 Board Meeting Minutes

**4. DISCUSSION AND POSSIBLE ACTION**

4A. Monthly Financials, September- James Robles

4B. Discussion on choice of Independent Auditor – James Robles

4C. General Update – Mary

1. KPUB Airport Easement
2. RAMP FY 2020
3. Runway pavement strength
4. Leasing
5. Outreach

4D. FY 2020 Capital Program

1. T-Hangar Program
2. Site-work for future box hangars
3. Horseshoe work

4E. Strategic Plan

- Updates from Champions
  - a. Economic Development- Mark Mosier
  - b. Infrastructure and Financing- Bill Wood
  - c. Service Levels- Keith Miller
  - d. Promotion of Airport- Trey Atkission

- 4F. Real Property (Executive sessions 551.087)
- Presentation and Discussion – Economic Development

**5. 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**

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The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to this event. Please contact the Kerr County Commissioners' Court at 830-792-2211 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the Kerr County Courthouse, 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.

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Deputy County Clerk, Kerr County, Texas

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Start Date of Term	6/1/2019	6/1/2020	6/1/2021	6/1/2022	6/1/2023	6/1/2024	6/1/2025	6/1/2026	6/1/2027	6/1/2028	6/1/2029	6/1/2030	6/1/2031	6/1/2032
Place 1														
Place 2														
Place 3														
Place 4														
Place 5														

The terms are staggered with the current board. Once the present board fulfills their terms any new board member will only serve one five year term.



## MEMORANDUM

TO: Airport Board

FROM: Mary Rohrer

DATE: October 23, 2019

RE: Agenda Item 4C.1- KPUB Electric Lines on Airport Property Update



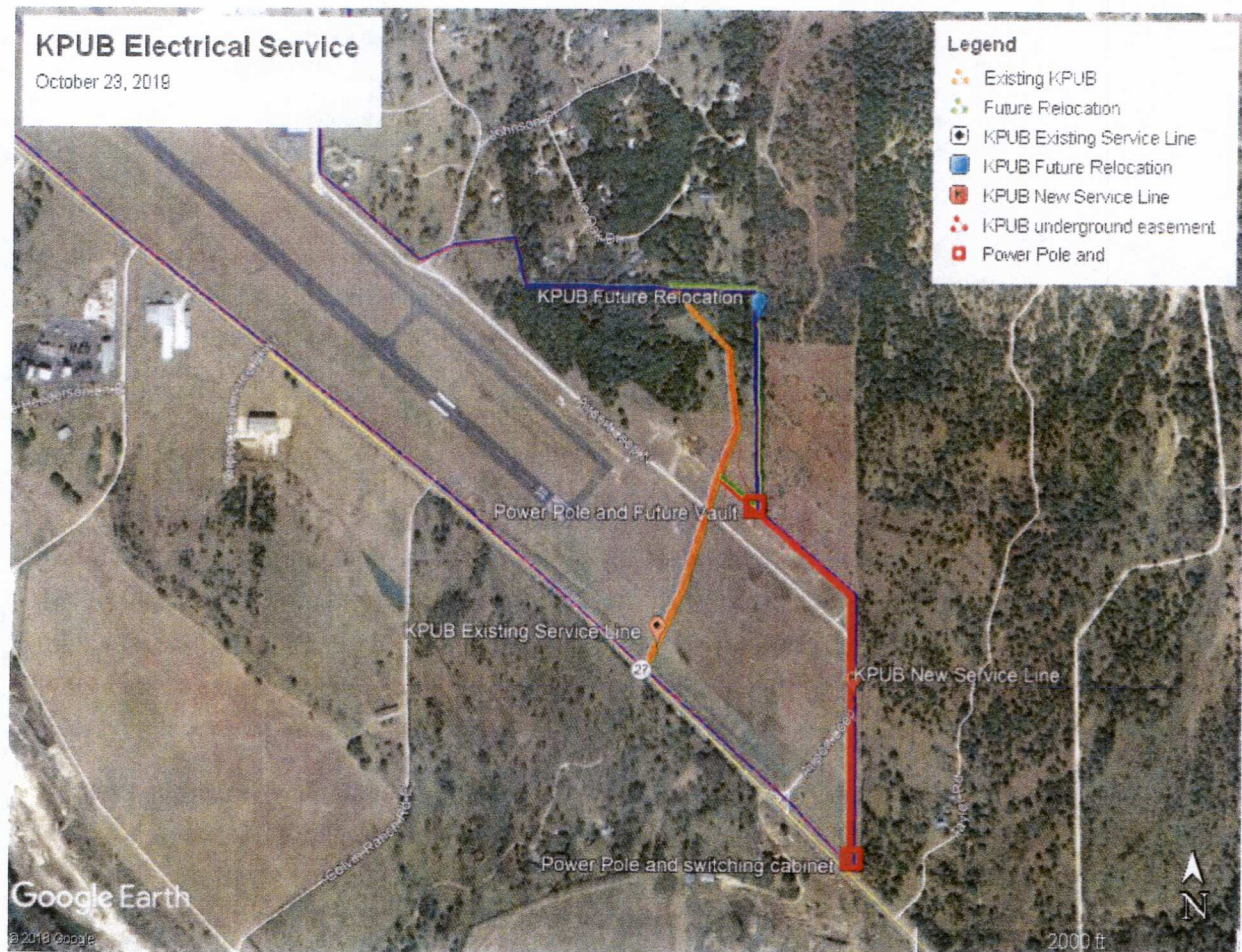
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KPUB has requested the use of airport property to install new electrical lines. I've reviewed their request with the Board in previous meetings. This is good for the airport. Once the multiphase project is complete, the airport will have better electric reliability and helps KPUB transfer loads between two sub stations.

Below is an update and exhibit on the second page for review.

1. The proposed new underground lines and poles (in red) have been designed, bid and ready for construction. Because the proposed work is on land jointly owned by City and County, and KPUB is a city entity, a formal easement isn't needed. Mike Hays, the City attorney has prepared a consent document for the City and County to sign. I have reviewed the consent agreement. The agreement has protections in place for KPUB's proposed underground facilities and two new poles as well as future facilities within the airport environment.
2. In our discussions with KPUB, we requested that the proposed improvements not encumber the Triangle parcel. Further study by KPUB identified the existing line (in orange) feeds the Mathews property fronting on SH 27, then crosses the under the approach end of Runway 30, to the Angel Brothers staging area and through the Triangle parcel and exits through the Johnson Drive subdivision to the north. When development occurs, the existing line may need to be relocated.
3. The most likely relocation route, in blue, is shown on the exhibit below. Overhead lines would be run along the east and north property lines of the airport property. A large vault/switching station would be installed at the intersection and additional conduit would be installed to connect to the orange service line to the south. This would leave the interior of the property clear of KPUB lines.
4. I recommend board approve City and County signing the KPUB consent agreement. KPUB understands when there are plans for the Triangle parcel; KPUB is willing to relocate the existing lines to accommodate future development there.





## MEMORANDUM

TO: Airport Board  
FROM: Mary Rohrer  
DATE: October 23, 2019  
RE: Agenda Item 4D: FY 2020 Capital Program  
Preliminary Timeline and Big Picture Capital

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### Work Package 1 - Ten T Hangars

October – Approval of TxDOT Grant paperwork with City and County. Upon receipt, TxDOT prepares RFQ for design work, advertise and receive proposals.

November- Select consultant, negotiate fee, notice to proceed

December- prepare CDs for Hangar project

January / February- Plan prep, bid, permits

March/April- Award and Mobilize

Construction – Site and buildings 6 months

Sept/October- Complete

### Work Package 2 – Site work for Box Hangars

January / February- Plan prep, bid, permits

March / April- Award and Mobilize

May / June- 8 weeks- Grading complete

### Work Package 3 – Horseshoe, Phase 1

November /December - Prepare plans for demo and paving improvements, asbestos testing

December- Bid, permit

January- Award/ Commence demo work

March- Demo complete, paving when asphalt available

April/May- Phase I complete

### Capital Bucket Allocations

	T Hangars	Horseshoe	Box Hangars	TOTALS	SHARE
SOURCE					
City/EIC	\$ 150,000	\$ 275,000	\$ 100,000	\$ 525,000	31%
County	\$ 150,000	\$ 275,000	\$ 100,000	\$ 525,000	31%
Airport	\$ 66,000			\$ 66,000	4%
TxDOT	\$ 600,000			\$ 600,000	35%
TOTALS	\$ 966,000	\$ 550,000	\$ 200,000	\$ 1,716,000	

### City/County Approval Dates (subject to change):

October 22/28- City/County T hangar TxDOT document approval

October 28- EIC public hearing on Economic Development Grant

November 12- City Council Approval of EIC request



## Agenda Item 4C.4 - Leasing Revenue Sources and Activities

10232019

**Acct Code      DESCRIPTION**

### 301      Land and Building Leases

#### Notes

#### Tenants

Air Evac      Installing Storm Shelter adjacent to bldg  
 Apache Springs  
 Drane, Steven  
 Flying Diesel  
 Guadalupe Aviation  
 Kerrville Aviation (2 leases)  
 Mooney      Gave Mooney notice to 6 wks to vacate from Bldgs 16, 26, and 30  
 South Texas Refueling  
 Stieren, George

#### Opportunities

Maint Bldg- Lease negotiated, \$40k improvements, Nov 1 start  
 Horseshoe-FY 2020 Capital Program  
 Bldg 26 Stress Test Lab- Mooney to move out equipment  
 Bldg 27 600sf enclosed, plus patio- Mooney considering for records

### 601      Brinkman & Offices

#### Notes

#### Tenants

AeroMax  
 Air Methods      Tenant Improvements underway  
 MacDonald Companies      First of four 1- yr extensions exercised. Requested additional 5 year term  
 Richardson Aviation      Added bathroom in their office area  
 Walters, Corey      First of four 1- yr extensions exercised.  
**Opportunities- None, 100% leased**

### 602      Terminal

#### Notes

#### Tenants

Blilie, Ron  
 Grassell  
 Hill Country Aviation (Dave Bryant)  
 Kerrville Aviation (2 offices)

#### Opportunities- One Office

Temp use for Flight Planing, table and chairs in place

### 603      T Hangars

#### Notes

#### Tenants

Hangars A-B, 16 Units  
 Hangars C-D, 12 Units  
 Paint Hangar, 4 units

#### Opportunities

Two offices in Paint Hangar, 325sf and 225sf  
 Box Hangars- FY2021 Capital  
 Hangar E, 10 units:  
 Waiting List= 31  
 New Aircraft to KERV= 26  
 On field Aircraft= 5

### 605 & 625      Storage Rent and Long Term Parking

#### Tenants

#### Opportunities

#### Storage

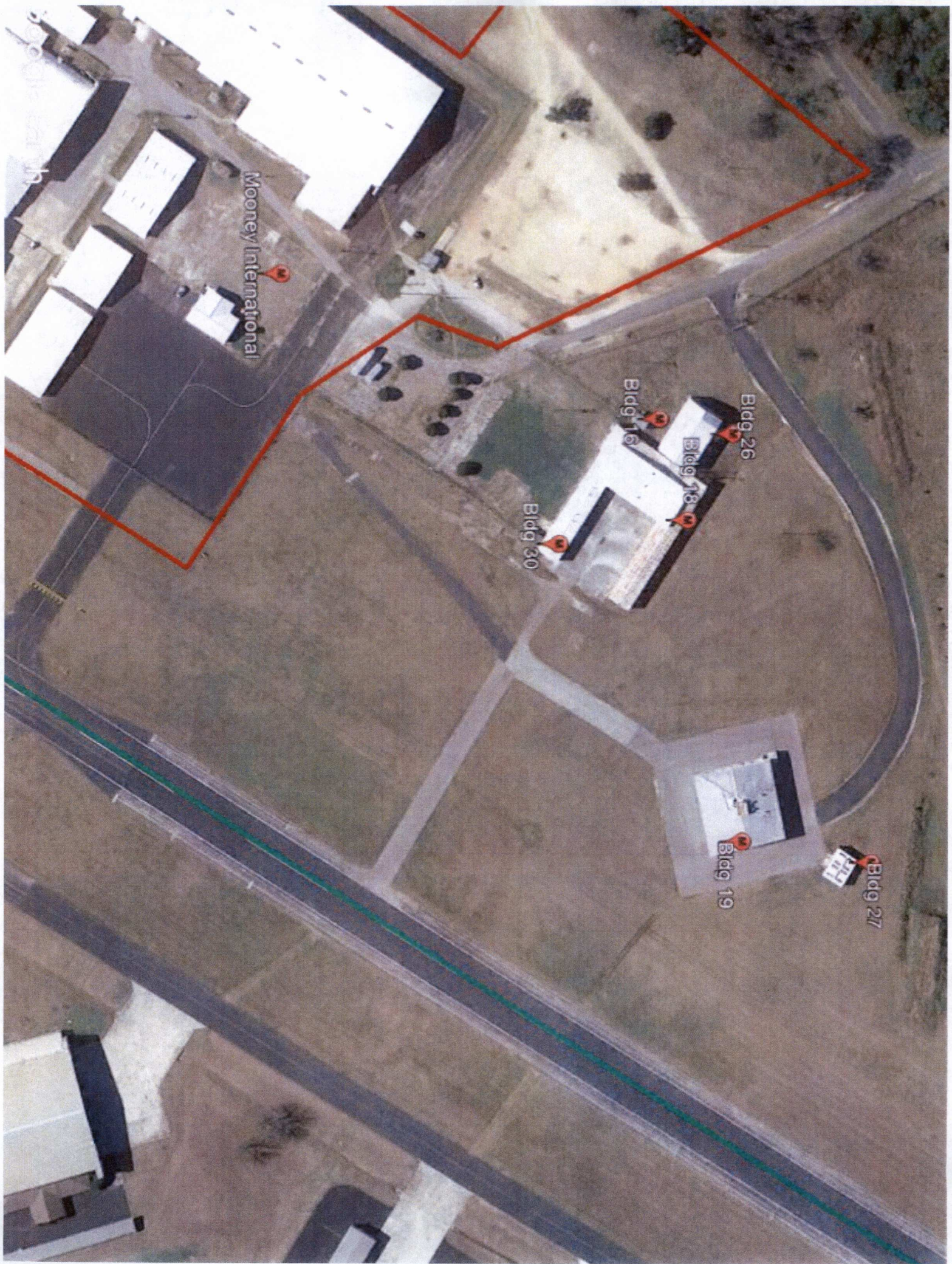
605      4 units, 2 leased

Two vacant storage spaces

#### Parking

625      20 spaces leased





Mooney International

Bldg 16

Bldg 26

Bldg 18

Bldg 30

Bldg 19

Bldg 27