

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, December 18, 2019 at 8:30 a.m.

Airport Terminal Conference Room

1877 Airport Loop Road

Kerrville, Texas 78028

MEMBERS PRESENT:

Bill Wood, President

Mark Mosier, Vice President

Trey Atkission

AIRPORT BOARD MEMBERS ABSENT:

Jim Mans

Keith Miller

AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

Carole Dungan, Executive Assistant

COUNTY STAFF PRESENT:

James Robles, Assistant County Auditor

CITY STAFF PRESENT;

E.A. Hoppe, Deputy City Manager

VISITORS:

Joe Kennedy owner of Kerrville Aviation

1. VISTOR FORUM –

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

Mark Mosier informed the board and those present that his father will be receiving the Congressional Gold Medal for his work with the Civil Air Patrol. This is a very prestigious award.

Carole Dungan wished everyone a Merry Christmas and invited everyone to have a piece of cake.

Mary Rohrer brought to the Board Members attention that they need to get on the City and County's agendas to have them approve the changes that the Airport Board would like to make to the board member's terms and that the board needs to go out for applications for a new member to replace the out-going member.

Mary also informed the board that she has had a meeting with Mary Matthews who is complaining about the noise the helicopters at the airport make landing and taking off. Mary has met with the staffs of the Helicopter companies based at the airport to let them know if Mary Matthews concerns.

3. CONSENT AGENDA:

The Board approved the Joint Airport Board minutes for November with a vote of 3 – 0.

4. DISCUSSION AND POSSIBLE ACTION

4A. Financials - James Robles – Presented the financials for November. Mark made a motion to accept the financials and Trey seconded the motion. The vote was 3-0 to accept the financials.

4B. Monthly update from Kerrville Aviation

- o Bill Wood introduced Joe Kennedy to those present you did not know him and explained that the Board has asked Joe to come and give the board an update each month so that they are aware of what is happening and any issue where the board might help him.
- o Joe Kennedy reported that his Jet fuel sales are up over last year last year due in large part to based aircraft. He when on to explain to the Board that he has most of his tenants on "Contract Fuel" pricing where they are given a discount on the amount of fuel they purchase. Joe reported that he is "pretty much full" on hangar space and thinking about building another large hangar. He also has some office space available, but he is looking to rent it to a flight school or to bring in an avionic shop. He has hired some new staff. He is having all of his employees complete the new AV Fuel training program.
- o Mark Mosier recommended to him that he work with his employees on a more professional look. Joe agreed and has already looked into uniform shirts for the front desk staff. In addition, he has bought new radios and key fobs for all his employees.

4C. Strategic Planning –

- o Each of the Champions gave a brief summary of their work on action items.
- o See Handout for topics of reports.

4D. General Update –

- o Mary Rohrer gave the Board an update on the status of the repairs to the airport roofs (see handout). She also reported on the FY 2020 Projects and Leasing opportunities on the airport (see handouts). Mary has engaged the firm of Neffendorf and Kropp to conduct our

CERTIFIED AGENDA
An Executive Session of the
Kerrville / Kerr County Joint Airport Board
18 Day of December, 2019

CONFIDENTIAL: No one shall, without lawful authority, knowingly disclose to a member of the public this certified agenda of a closed meeting. A person who violates this subsection commits a Class B misdemeanor and may be liable to any party injured or damaged by the disclosure. Texas Government Code § 551.146(a).

1. The Kerrville / Kerr County Joint Airport Board (herein and referred to as the "Board") convened an open Airport Board Meeting.
2. The Board, pursuant to an announcement made by the Presiding Officer, then convened into Executive Session, closed to the public, at 10:08 m.
3. Those present in the executive session were (*circle those present*):

Bill Wood, President

Mark Mosier, Vice-President

~~C James Mans, Board Member~~

~~Keith Miller, Board Member~~

Trey Atkission, Board Member

Mary Rohrer, Airport Manager

Others: (List by Name and Position) ~~Dixon Mosty, Attorney~~

4. The executive session included the following agenda items: (Attach Agenda)
5. The executive session was pursuant to Texas Government Code §§ 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Security Devices), 551.074 (Personnel Matters) and 551.087 (Economic Development) (*circle one or more*).
6. The Presiding Officer announced the end of the executive session at 10:47 m., and the Board reconvened in open session at that time.
7. Motion Made and Vote taken by the Board on Agenda item
4G.RealEstate
EconomicDevelopment

CERTIFICATION

The undersigned, as Presiding Officer of the executive session described above, hereby certifies that this document is a true and correct record of the proceeding.

PRESIDING OFFICER:

by: William F. Wood
Board President, Presiding Officer

AGENDA
REGULAR MEETING OF THE
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
DECEMBER 18, 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 November 20, 2019 Board Meeting Minutes

4. DISCUSSION AND POSSIBLE ACTION

4A. Monthly Financials, November - James Robles

4B. Monthly Update for Kerrville Aviation – Joe Kennedy

4C. 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

4D. General Update – Mary

1. Roof Repair from Hail Damage
2. FY 2020 Projects Update
3. Leasing Update
4. Independent Audit
5. Pavement Study

4E. Executive Session

1. Real Estate (551.072)
2. Economic Development (551.087)

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

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.

Deputy County Clerk, Kerr County, Texas

	Nov-19			Month			Prior Year			YTD			Year Ended			Trailing		2020	
	Current	Prior	Year	Current	Delta	Current	Prior	Delta	Current	Delta	9/30/2019	12 months	Budget	Year Ended	9/30/2019	12 months	Budget	Delta	
Revenues																			
Leases	8,571	18,829		(10,259)	36,448		34,435	2,013	156,415	158,428		161,301		161,301		(2,873)			
Brinkman	8,422	7,717		705	21,681		11,890	9,790	70,324	80,115		92,687		92,687		(12,572)			
Terminal	760	999		(239)	2,175		2,020	155	12,501	12,656		12,833		12,833		(177)			
T Hangar	6,600	13,325		(6,725)	35,800		38,575	(2,775)	118,668	115,893		118,200		118,200		(2,307)			
Vehicle Rent	135	272		(137)	518		411	107	3,484	3,591		3,576		3,576		15			
Storage Rent	260	410		(150)	370		465	(95)	2,507	2,412		2,520		2,520		(108)			
Parking Lot Leases	-	375		(375)	750		750	-	5,668	5,668		4,500		4,500		1,168			
Total Leases/Rental	24,747	41,927		(17,180)	97,742		88,546	9,196	369,568	378,763		395,617		395,617		(16,854)			
Fuel Flow Fee	3,135	3,227		(92)	3,801		3,227	574	35,001	35,574		33,000		33,000		2,574			
Miscellaneous	-	-		-	-		3,640	(3,640)	168,249	164,609		-		-	164,609	-			
Interest Income	-	31		(31)	88		128	(41)	498	457		-		-	457	-			
Total Revenues	27,882	45,186		(17,304)	101,630		95,542	6,089	573,315	579,403		428,617		428,617		150,786			
Expenditures																			
Airport Manager	6,735	6,154		(581)	13,133		12,308	(825)	82,068	82,892		87,550		87,550		4,658			
Exec. Asst.	2,451	2,154		(298)	4,653		4,410	(243)	28,857	29,100		31,858		31,858		2,758			
Maintenance Staff	2,924	2,769		(154)	5,701		5,538	(163)	37,264	37,427		38,007		38,007		580			
FICA	1,377	1,277		(100)	1,792		1,698	(94)	11,301	11,395		12,042		12,042		647			
Group Ins.	1,383	1,332		(51)	2,765		2,664	(101)	16,035	16,137		18,468		18,468		2,331			
Retirement	2,312	2,123		(190)	3,843		2,824	(1,019)	18,122	19,141		20,181		20,181		1,040			
Wcomp	337	-		(337)	337		-	(337)	695	1,032		1,244		1,244		212			
Other	10	11		0	21		21	0	0	127		127		127		1			
Total Salaries & Wages	17,529	15,819		(1,710)	32,245		29,464	(2,781)	194,470	197,251		209,478		209,478		12,227			
Professional Develop.	810	480		(330)	810		480	(330)	5,335	5,665		6,000		6,000		335			
Supplies	788	1,066		278	1,670		1,300	(371)	10,230	10,600		19,750		19,750		9,150			
Mowing Contract	-	7,500		7,500	-		7,500	7,500	30,000	22,500		37,500		37,500		15,000			
Maintenance	1,111	5,717		4,606	2,959		6,201	3,242	39,119	35,877		28,000		28,000		(7,877)			
Storm Damage Repairs																	150,655		
Professional Services	1,700	433		(1,267)	1,700		433	(1,267)	17,194	18,461		23,000		23,000		4,540			
Other	186	231		45	9,651		7,745	(1,906)	14,900	16,806		18,250		18,250		1,444			
Utilities	48	3,085		3,037	1,842		3,019	1,177	21,546	20,369		23,039		23,039		2,670			
Utilities - Terminal	884	1,998		1,114	2,149		2,041	(108)	14,018	14,126		17,800		17,800		3,674			
Contingency	-	-		-	-		-	-	3,692	3,692		30,800		30,800		27,108			
Other Operating Costs	5,527	20,510		14,983	20,781		28,718	7,937	156,033	148,096		354,794		354,794		206,698			
Net Operating	4,827	8,857		(4,030)	48,604		37,360	11,245	222,812	234,056		(135,655)		(135,655)		369,711			
Capital Items	-	-		-	-		-	-	-	-		4,540		4,540		15,000		10,460	
Intergovernmental	-	-		-	-		-	-	-	-		-		-	-	-	-		
Net Operating Results	4,827	8,857		(4,030)	48,604		37,360	11,245	218,272	229,516		(150,655)		(150,655)		359,251			
Operating cash	722,640	484,218		238,421	-		-	-	-	-		-	-	-	-	-	-		

Kerrville-Kerr County Airport Financial Statements



For the month of November, 2019

auditor@co.kerr.tx.us
830-792-2236

47 -Airport

ACCOUNT#	TITLE	
ASSETS		
47-103-100 NOW ACCOUNT		722,639.71
47-103-117 DUE FROM FUND #17		0.00
47-103-150 OFFICIAL'S RECEIVABLE		0.00
47-103-200 INVESTMENTS		0.00
47-103-255 ACCOUNTS RECEIVABLE		0.00
47-103-260 INTERGOVERNMENTAL REC		0.00
47-103-265 LAND LEASES RECEIVABLE		0.00
47-103-300 TERMINAL LEASES RECEIVABLE		0.00
47-103-400 T-HANGER LEASES RECEIVABLE		0.00
47-103-604 VEHICLE RENT RECEIVABLE		0.00
47-103-605 STORAGE LEASE RECEIVABLE		0.00
47-103-610 FUEL FLOW RECEIVABLE		0.00
47-103-800 PREPAID INSURANCE		0.00
47-103-850 PREPAID EXPENSE		0.00
		<u>722,639.71</u>
TOTAL ASSETS		722,639.71
LIABILITIES		
47-202-000 ACCOUNTS PAYABLE		0.00
47-202-050 UNEARNED REV LAND LEASES		0.00
47-202-055 UNEARNED REV T-HANGERS		0.00
47-202-060 UNEARNED REV TERMINAL LEASE		0.00
47-202-065 UNEARNED REV STORAGE		0.00
47-202-070 UNEARNED REV BRINKMAN		0.00
47-202-100 ACCRUED COMPENSATION		0.00
47-202-114 1994 BUILDING DEPOSITS		5,000.00
47-202-115 TERMINAL DEPOSITS		800.00
47-202-116 T-HANGER DEPOSITS		5,550.00
47-202-117 STORAGE DEPOSITS		0.00
47-202-118 BRINKMAN DEPOSIT		8,075.00
47-202-125 INTERGOVERNMENTAL PAYABLE		0.00
47-202-999 A/P CREDIT WITH VENDORS		0.00
47-207-090 DUE TO PAYROLL FUND		0.00
47-207-100 AIRPORT MANAGER SEVERANCE		0.00
47-207-150 RESERVE FOR T-HANGERS		0.00
47-207-200 DUE TO PAYROLL		0.00
47-207-201 DUE TO FICA		0.00
47-207-202 DUE TO GROUP INSURANCE		0.00
47-207-203 DUE TO RETIREMENT		0.00
47-207-204 DUE TO FED W/H		0.00
47-207-210 DUE TO CHILD SUPPORT		0.00
47-207-303 DUE TO METLIFE		0.00
47-207-502 DUE TO STANDARD INS DENTAL		0.00
47-207-503 DUE TO AVESIS		0.00
47-207-504 DUE TO AIRLIFE		0.00
47-207-505 DUE TO MUTUAL OF OMAHA VA		0.00
47-207-508 ING VOL LIFE		0.00
47-207-509 DUE TO AIRLIFE		0.00

12-11-2019 08:49 AM

KERRVILLE-KERR COUNTY AIRPORT
BALANCE SHEET
AS OF: NOVEMBER 30TH, 2019

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ACCOUNT #	TITLE	
47-207-510	DUE TO AIREVAC	0.00
47-207-511	DUE TO MASA EMERGENT	0.00
47-207-513	DENTAL SELECT	0.00
47-207-514	VISION	0.00
47-207-516	BLUE CROSS BLUE SHIELD DENTAL	0.00
47-207-520	DUE TO VOL LIFE-MUT. OF OMAHA	0.00
47-207-521	SHORT TERM DISAB MUT.OF OMAHA	0.00
47-207-522	LONG-TERM DISAB MUT. OF OMAHA	0.00
TOTAL LIABILITIES		19,425.00
EQUITY		
47-271-000	UNRESERVED FUND BALANCE	431,156.96
47-271-110	COMMITTED FUTURE CONSTRUCTION	0.00
47-271-111	PRIOR PER RESERVE FOR DEPOSITS	0.00
TOTAL BEGINNING EQUITY		431,156.96
TOTAL REVENUE		101,630.10
TOTAL EXPENSES		50,886.82
TOTAL REVENUE OVER/(UNDER) EXPENSES		50,743.28
(PRIOR YEAR UNPOSTED)		221,314.47
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		703,214.71
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		722,639.71

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF REVENUES - BUDGET VS. ACTUAL
AS OF: NOVEMBER 30TH, 2019

47 -Airport

3

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	PRIOR YEAR YEAR-TO-DATE	BUDGET REMAINING	% BUDGET REMAINING
INTERGOVERNMENTAL REV.							
47-300-602 KERR COUNTY CONTRIBUTION	0	0	0.00	0.00	0.00	0.00	0.00
47-300-603 CITY OF KERRVILLE CONTRIBUT	0	0	0.00	0.00	0.00	0.00	0.00
47-300-604 GRANTS	0	0	0.00	0.00	0.00	0.00	0.00
47-300-606 TX DOT REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL REV.	0	0	0.00	0.00	0.00	0.00	0.00
LEASE/RENTAL INCOME							
47-325-301 LEASES	154,174	161,301	8,570.63	36,447.97	34,435.29	124,853.03	77.40
47-325-601 BRINKMAN HANGER & OFFICE LE	65,448	92,687	8,421.94	21,680.67	11,890.26	71,006.33	76.61
47-325-602 TERMINAL LEASES	12,588	12,833	759.93	2,175.31	2,019.83	10,657.69	83.05
47-325-603 T-HANGAR LEASE	116,400	118,200	6,600.00	35,600.00	38,575.00	82,400.00	69.71
47-325-604 VEHICLE RENT SURCHARGE	3,537	3,576	134.53	517.55	410.52	3,058.45	85.53
47-325-605 STORAGE RENTAL	2,520	2,520	260.00	370.00	465.00	2,150.00	85.32
47-325-625 PARKING LOT LEASES	4,500	4,500	0.00	750.00	750.00	3,750.00	83.33
TOTAL LEASE/RENTAL INCOME	359,167	395,617	24,746.93	97,741.50	88,545.90	297,875.50	75.29
FUEL SALES-AVIATION							
47-350-601 FUEL FLOW FEES	32,634	33,000	3,134.79	3,800.97	3,227.04	29,199.03	88.48
47-350-602 OTHER	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL FUEL SALES-AVIATION	32,634	33,000	3,134.79	3,800.97	3,227.04	29,199.03	88.48
PROCEEDS							
47-370-260 SURPLUS PROPERTY SALE	0	0	0.00	0.00	0.00	0.00	0.00
47-370-975 INSURANCE PROCEEDS	0	0	0.00	0.00	2,750.00	0.00	0.00
47-370-980 APPROPRIATED FUND BALANCE	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL PROCEEDS	0	0	0.00	0.00	2,750.00	0.00	0.00
MISCELLANEOUS							
47-375-601 MISCELLANEOUS	0	0	0.00	0.00	890.24	0.00	0.00
TOTAL MISCELLANEOUS	0	0	0.00	0.00	890.24	0.00	0.00
INTEREST INCOME							
47-380-601 INTEREST INCOME	0	0	0.00	87.63	128.42	{ 87.63 } 0.00	0.00
TOTAL INTEREST INCOME	0	0	0.00	87.63	128.42	{ 87.63 } 0.00	0.00
TOTAL REVENUES	391,801	428,617	27,881.72	101,630.10	95,541.60	326,986.90	76.29

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: NOVEMBER 30TH, 2019

47 -Airport
SALARIES & BENEFITS

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
SALARIES AND BENEFITS							
47-700-100 TENTATIVE BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00
47-700-101 Airport Manager	80,000	87,550	6,734.62	13,132.51	12,307.72	74,417.49	85.00
47-700-102 EXECUTIVE ASSISTANT PART TI	30,930	31,858	2,451.08	4,652.83	4,409.65	27,205.17	85.40
47-700-104 Airport Maintenance Staff	36,000	38,007	2,923.62	5,701.06	5,538.48	32,305.94	85.00
47-700-150 ACCRUED COMP TIME	0	0	0.00	0.00	0.00	0.00	0.00
47-700-201 FICA	11,240	12,042	1,376.74	1,792.21	1,698.26	10,249.79	85.12
47-700-202 GROUP INSURANCE	26,880	18,468	1,382.72	2,765.44	2,664.08	15,702.56	85.03
47-700-203 RETIREMENT	19,578	20,181	2,312.35	3,843.00	2,824.27	16,338.00	80.96
47-700-204 WORKMAN'S COMP	3,465	1,244	337.00	337.00	0.00	907.00	72.91
47-700-205 OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00
47-700-206 BASIC LIFE	250	128	10.44	20.88	21.28	107.12	83.69
47-700-207 UNEMPLOYMENT INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES AND BENEFITS	208,342	209,478	17,528.57	32,244.93	29,463.74	177,233.07	84.61
TOTAL SALARIES & BENEFITS	208,342	209,478	17,528.57	32,244.93	29,463.74	177,233.07	84.61

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: NOVEMBER 30TH, 2019

47 -Airport
AIRPORT

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP. + ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
PERSONNEL							
47-800-008 PROF. DVMT/TRAINING	5,000	6,000	810.29	810.29	480.00	5,189.71	86.50
TOTAL PERSONNEL	5,000	6,000	810.29	810.29	480.00	5,189.71	86.50
SUPPLIES							
47-800-101 OFFICE SUPPLIES	1,500	1,500	148.69	160.67	345.84	1,339.33	89.29
47-800-102 SMALL TOOLS & EQUIP	2,000	2,000	104.54	401.88	103.78	1,598.12	79.91
47-800-103 CHEMICAL & MEDICAL SUPPLIES	1,000	1,000	0.00	0.00	0.00	1,000.00	100.00
47-800-104 FUEL & OIL SUPPLIES	3,000	4,000	0.00	208.92	481.23	3,791.08	94.78
47-800-105 BRINKMAN JANITORIAL SUPPLIES	0	5,000	200.00	400.00	0.00	4,600.00	92.00
47-800-106 JANITORIAL SUPPLIES	1,800	1,800	48.66	184.38	254.55	1,615.62	89.76
47-800-107 POSTAGE	250	200	141.78	141.78	0.00	58.22	29.11
47-800-109 COMPUTER SOFTWARE/UPGRADE	250	0	0.00	0.00	0.00	0.00	0.00
47-800-110 PLANTING/LANDSCAPING	500	3,250	0.00	0.00	0.00	3,250.00	100.00
47-800-112 WEARING APPAREL	1,000	1,000	143.94	172.83	114.40	827.17	82.72
TOTAL SUPPLIES	11,300	19,750	787.61	1,670.46	1,299.80	18,079.54	91.54
MAINTENANCE							
47-800-201 LAND MAINT/MOWING CONTRACT	37,500	37,500	0.00	0.00	7,500.00	37,500.00	100.00
47-800-202 BUILDING AND STRUCTURES	17,500	18,000	1,110.53	2,958.76	2,154.24	15,041.24	83.56
47-800-203 VEHICLE MAINTENANCE	2,000	2,500	0.00	0.00	0.00	2,500.00	100.00
47-800-204 OFFICE EQUIPMENT	1,000	1,000	0.00	0.00	0.00	1,000.00	100.00
47-800-205 INSTRUMENTS AND APPARATUS	3,000	5,000	0.00	0.00	0.00	5,000.00	100.00
47-800-210 REPAIRS - GENERAL	1,500	1,500	0.00	0.00	4,046.79	1,500.00	100.00
47-800-215 STORM DAMAGE REPAIRS	0	150,655	0.00	0.00	0.00	150,655.34	100.00
TOTAL MAINTENANCE	62,500	216,155	1,110.53	2,958.76	13,701.03	213,196.58	98.63
PROFESSIONAL SERVICES							
47-800-302 PROPERTY INSURANCE	9,169	9,200	0.00	8,531.25	6,642.75	668.75	7.27
47-800-303 LIABILITY INSURANCE	745	750	0.00	646.00	658.00	104.00	13.87
47-800-305 EQUIPMENT RENTAL	2,700	2,700	186.02	473.65	381.55	2,226.35	82.46
47-800-306 ADVERTISING	600	600	0.00	0.00	62.70	600.00	100.00
47-800-307 MARKETING	1,500	5,000	0.00	0.00	0.00	5,000.00	100.00
47-800-311 LEGAL SERVICES	6,600	8,000	1,700.00	1,700.00	433.00	6,300.00	78.75
47-800-312 PROFESSIONAL SERVICES	13,500	15,000	0.00	0.00	0.00	15,000.00	100.00
TOTAL PROFESSIONAL SERVICES	34,814	41,250	1,886.02	11,350.90	8,178.00	29,899.10	72.48
UTILITIES							
47-800-401 Phone Service - Cell	1,600	1,300	47.94	202.65	221.11	1,097.35	84.41
47-800-404 WATER & SEWER	1,250	2,139	0.00	125.05	341.82	2,013.95	94.15
47-800-406 LIGHT AND POWER	18,100	18,400	0.00	1,513.82	2,455.57	16,886.18	91.77
47-800-503 DUES AND SUBSCRIPTION	750	1,200	0.00	0.00	0.00	1,200.00	100.00
TOTAL UTILITIES	21,700	23,039	47.94	1,841.52	3,018.50	21,197.48	92.01

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: NOVEMBER 30TH, 2019

47 -Airport
AIRPORT

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<u>CAPITAL</u>							
47-800-508 RESERVE FOR CAPITAL	15,000	15,000	0.00	0.00	0.00	15,000.00	100.00
TOTAL CAPITAL	15,000	15,000	0.00	0.00	0.00	15,000.00	100.00
<u>CONTINGENCY</u>							
47-800-509 RESERVE FOR COMMITTED CAPIT	1,145	0	0.00	0.00	0.00	0.00	0.00
47-800-510 CONTINGENCY	0	0	0.00	0.00	0.00	0.00	0.00
47-800-511 17-18 COMMITTED CAPITAL PRO	0	0	0.00	0.00	0.00	0.00	0.00
47-800-512 CONTINGENCY II	12,500	30,800	0.00	0.00	0.00	30,800.00	100.00
TOTAL CONTINGENCY	13,645	30,800	0.00	0.00	0.00	30,800.00	100.00
 TOTAL AIRPORT	 163,959	 351,994	 4,642.39	 18,631.93	 26,677.33	 333,362.41	 94.71

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: NOVEMBER 30TH, 2019

97 -Airport
TERMINAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
UTILITIES							
47-801-300 PHONE SERVICES	1,000	1,000	114.69	156.35	160.91	843.65	84.37
47-801-301 LIGHT & POWER	9,000	9,000	0.00	831.66	1,187.67	8,168.34	90.76
47-801-302 PROPANE GAS	4,500	4,000	769.56	769.56	0.00	3,230.44	80.76
47-801-303 WATER & SEWER	2,500	3,800	0.00	391.39	692.38	3,408.61	89.70
TOTAL UTILITIES	17,000	17,800	884.25	2,148.96	2,040.96	15,651.04	87.93
 TOTAL TERMINAL	 17,000	 17,800	 884.25	 2,148.96	 2,040.96	 15,651.04	 87.93
 TOTAL EXPENDITURES	 389,301	 579,272	 23,055.21	 53,025.82	 58,182.03	 526,246.52	 90.85
REVENUE OVER/(UNDER) EXPENDITURES	2,500	(150,655)	4,826.51	48,604.28	37,359.57	(199,259.62)	132.26

48 -AIRPORT CAPITAL

ACCOUNT#	TITLE
ASSETS	
48-103-100 NOW ACCOUNT	96,591.40
48-103-110 INVESTMENTS	0.00
48-103-115 ACCOUNTS RECEIVABLE-RAMP	0.00
48-103-116 INTEREST RECEIVABLE	0.00
48-103-117 DUE FROM FUND #17	0.00
48-103-120 DUE FROM OTHER FUNDS	0.00
48-103-125 CONSTRUCTION IN PROGRESS	0.00
48-103-130 CASH RESTRICTED	0.00
48-103-135 INTER GOV REC RESTRICTED	0.00
48-103-155 ACCOUNTS RECEIVABLE	0.00
	<u>96,591.40</u>
TOTAL ASSETS	96,591.40
LIABILITIES	
48-200-110 RETAINAGE PAYABLE	0.00
48-200-120 LIABS PAYABLE FROM REC RESTR	0.00
48-200-140 COK RAMP 2012-2013	0.00
48-200-150 COUNTY TXDOT REIMB	0.00
48-202-000 ACCOUNTS PAYABLE	0.00
TOTAL LIABILITIES	0.00
EQUITY	
48-271-000 UNRESERVED FUND BALANCE	56,669.51
48-271-001 PRIOR PERIOD ADJUSTMENT	<u>0.00</u>
TOTAL BEGINNING EQUITY	56,669.51
TOTAL REVENUE	50,006.29
TOTAL EXPENSES	10,155.00
TOTAL REVENUE OVER/(UNDER) EXPENSES (PRIOR YEAR UNPOSTED)	39,851.29
TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>96,591.40</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	96,591.40

48 -AIRPORT CAPITAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	PRIOR YEAR YEAR-TO-DATE	BUDGET REMAINING	% BUDGET REMAINING
REIMBURSEMENTS							
48-350-100 RAMP GRANT TX DOT MATCH	50,000	50,000	0.00	0.00	0.00	50,000.00	100.00
48-350-200 TX DOT REIMB T-HANGARS	0	600,000	0.00	0.00	0.00	600,000.00	100.00
TOTAL REIMBURSEMENTS	50,000	650,000	0.00	0.00	0.00	650,000.00	100.00
INTERGOVERNMENTAL REV							
48-351-100 KERR COUNTY RAMP GRANT MATC	25,000	25,000	25,000.00	25,000.00	0.00	0.00	0.00
48-351-101 CITY RAMP GRANT MATCH	25,000	25,000	25,000.00	25,000.00	25,000.00	0.00	0.00
48-351-102 KERR COUNTY PROJECT MATCH	0	0	0.00	0.00	0.00	0.00	0.00
48-351-103 KERRVILLE CITY PROJECT MATC	0	525,000	0.00	0.00	0.00	525,000.00	100.00
TOTAL INTERGOVERNMENTAL REV	50,000	575,000	50,000.00	50,000.00	25,000.00	525,000.00	91.30
MISCELLANEOUS							
48-375-601 MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00
GRANT REVENUE							
48-400-100 CAPITAL GRANTS TX DOT	0	0	0.00	0.00	0.00	0.00	0.00
48-400-104 RAMP GRANT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANT REVENUE	0	0	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE							
48-360-100 INTEREST EARNINGS	0	0	0.00	6.29	14.77	(6.29)	0.00
TOTAL OTHER REVENUE	0	0	0.00	6.29	14.77	(6.291)	0.00
TRANSFERS IN							
48-390-610 TRANSFER IN	0	525,000	0.00	0.00	0.00	525,000.00	100.00
TOTAL TRANSFERS IN	0	525,000	0.00	0.00	0.00	525,000.00	100.00
TOTAL REVENUES	100,000	1,750,000	50,000.00	50,006.29	25,014.77	1,699,993.71	97.14

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: NOVEMBER 30TH, 2019

48 -AIRPORT CAPITAL
Capital Outlay

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP. + ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<u>AIRPORT CAPITAL</u>							
48-600-100 CAPITAL OUTLAY TX DOT	0	0	0.00	0.00	0.00	0.00	0.00
48-600-101 LAND	0	0	0.00	0.00	0.00	0.00	0.00
48-600-102 BLDGS & STRUCTURES	0	0	0.00	0.00	0.00	0.00	0.00
48-600-103 WATER SYSTEM IMPROVEMENTS	0	0	0.00	0.00	0.00	0.00	0.00
48-600-104 RAMP GRANT	100,000	100,000	3,739.00	10,155.00	8,307.24	89,845.00	89.85
48-600-105 DRAINAGE IMPROVEMENTS	0	0	0.00	0.00	0.00	0.00	0.00
48-600-106 GRANT MATCH T-HANGER 2019	0	0	0.00	0.00	0.00	0.00	0.00
48-600-107 TX DOT T-HANGER REIMB	0	600,000	0.00	0.00	0.00	600,000.00	100.00
48-600-108 RELOCATE 12/30 PARALLEL TAX	0	0	0.00	0.00	0.00	0.00	0.00
48-600-109 HORSESHOE BLDG IMPROVEMENT	0	550,000	0.00	2,290.00	0.00	547,710.00	99.58
48-600-110 MASTER PLAN	0	0	0.00	0.00	0.00	0.00	0.00
48-600-111 BOX HANGER CONSTRUCTION	0	200,000	0.00	0.00	0.00	200,000.00	100.00
48-600-112 CONTRACT SERVICES	0	0	0.00	0.00	0.00	0.00	0.00
48-600-113 INSTRUMENTS & APPARATUS	0	0	0.00	0.00	0.00	0.00	0.00
48-600-114 RUNWAY ENGINEERING STUDY	0	0	0.00	0.00	0.00	0.00	0.00
48-600-115 SITE PREP T-HANGER PROJECT	0	300,000	0.00	0.00	0.00	300,000.00	100.00
48-600-116 MAINTENANCE BLDG RENOVATION	0	40,000	0.00	0.00	0.00	40,000.00	100.00
48-600-120 MOONEY ROOF PROJECT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL AIRPORT CAPITAL	100,000	1,790,000	3,739.00	12,445.00	8,307.24	1,777,555.00	99.30
TOTAL Capital Outlay	100,000	1,790,000	3,739.00	12,445.00	8,307.24	1,777,555.00	99.30

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: NOVEMBER 30TH, 2019

48 -AIRPORT CAPITAL
Transfers Out

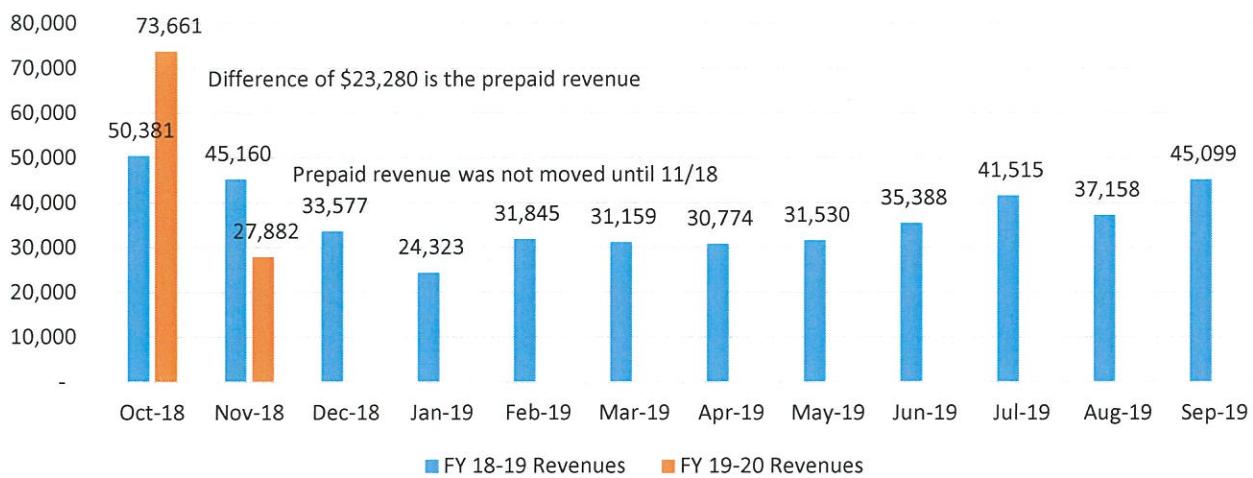
EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<u>TRANSFERS OUT</u>							
48-900-100 TRANSFER OUT -GENERAL	0	0	0.00	0.00	0.00	0.00	0.00
48-900-110 TRANSFER OUT	0	0	0.00	0.00	0.00	0.00	0.00
48-900-120 TRANSFER OUT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS OUT	0	0	0.00	0.00	0.00	0.00	0.00
 TOTAL Transfers Out	 0	 0	 0.00	 0.00	 0.00	 0.00	 0.00
 TOTAL EXPENDITURES	 100,000	 1,790,000	 3,739.00	 12,445.00	 8,307.24	 1,777,555.00	 99.30
 REVENUE OVER/ (UNDER) EXPENDITURES	 0	 (40,000)	 46,261.00	 37,561.29	 16,707.53	 (77,561.29)	 193.90

Graphic Financials

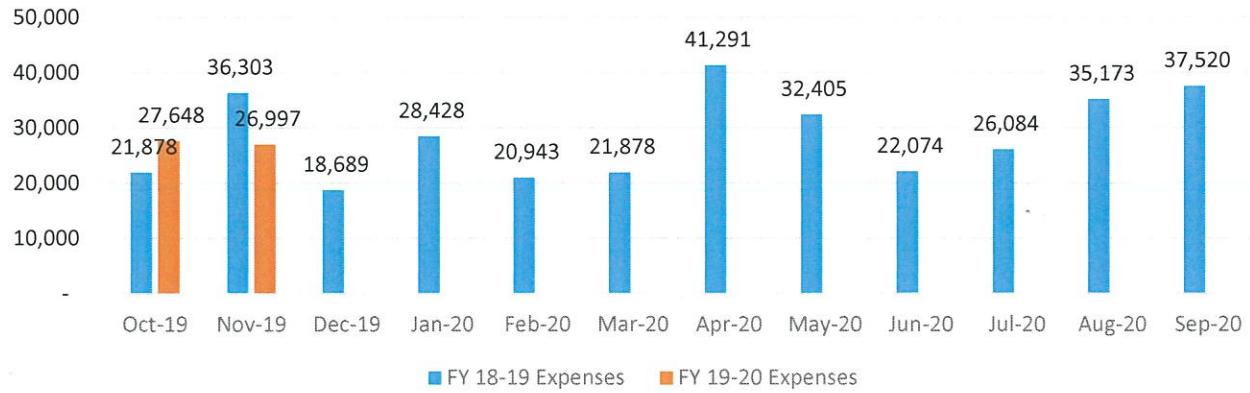
Operation Graph

	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	
FY 18-19 Revenues	50,381	45,160	33,577	24,323	31,845	31,159	30,774	31,530	35,388	41,515	37,158	45,099	437,908
FY 19-20 Revenues	73,661	27,882											
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
FY 18-19 Expenses	21,878	36,303	18,689	28,428	20,943	21,878	41,291	32,405	22,074	26,084	35,173	37,520	342,666
FY 19-20 Expenses	27,648	26,997											

Revenue Per Month



Expenses Per Month



The total Revenue number is taken from page 3 bottom of column 3 (Monthly Revenue).

The total Expense number the addition of the total of Salaries and Benefits on page 4; total expenditures on page 6 (third column) and the total of expenditures for the terminal utililites on page 7 (column 3).

12/9/2019

May 2019 Hail Damage and Insurance Expenditures

Insurance Proceeds		
Description	Date	Amount
2010 F150	6/20/2019	\$ 1,539.10
General	8/6/2019	\$ 155,937.45
Breakdown of the costs included in the \$155,937.45		
Terminal Building Roof		\$ 84,777.92
Brinkman Hangar Roof		\$ 13,407.77
T-Hangars D		\$ 54,455.58
T-Hangars C		\$ 54,929.20
Long Term Gate	8/16/2019	\$ 3,050.00
Lighting Damage (PAPI's)	9/20/2019	\$ 1,232.11
	Total of Proceeds	\$ 161,758.66
Total of all damages reported		
Minus Depreciation		\$ 50,622.02
		\$ 157,645.23
Less Deductable for Long Term Gate repair		\$ 1,000.00
Total		\$ 156,645.23
Less \$696.78 for AG Barn Repairs		\$ 696.78
		\$ 155,948.45
Check received for		\$ 155,937.45
	difference	\$ 11.00
Repairs Completed		
		\$ 155,937.45
Description	Date	Amount
PAPI's Repaired	8/12/2019	\$ 4,050.00
Long Term Parking Gate	8/12/2019	\$ 1,232.11
	Total Paid to Date	\$ 5,282.11
Cypress Roofing - Shingles at Brinkman		\$ 15,000.00
		\$ 15,000.00
Available Funds in Budget		\$ 150,654.00
Remain funds for Repairs		\$ 135,654.00

MEMORANDUM

TO: Airport Board
FROM: Mary Rohrer
DATE: December 18, 2019
RE: Agenda Item 4D-2 FY 2020 Capital Program



Timeline and Budget Update

Work Package 1 - Ten T Hangars

- November- January- TxDOT prepares RFQ for design work. They will advertise and receive proposals. Airport Board to select consultant, negotiate fees
- December/ January/February- Commence preparation of documents for hangar project
- February- March- Plan check, bid package prepared
- March/ April- Award, obtain permits and mobilize
- Construction – Site and buildings 6 months
- Sept/October- Complete
- Budget, \$900,000

Work Package 2 – Site work for Box Hangars

- January/ February/March- Plan prep, bid, permits, commence marketing to pad users
- March/ April- Award and Mobilize
- May/ June- 8 weeks- Grading complete concurrent with T hangars
- Budget, \$200,000

Work Package 3 – Horseshoe, Phase 1

- November /December - Asbestos testing and mitigation, prepare plans for demo. Develop scope for Horseshoe building shell and site improvements
- December- Demo bids received, utility coordination to turnoff utilities
- January- Award and commence demo work; timing about 30 days. Prepare Horseshoe shell plans and site work documents.
- February- Plan check, bid, permits, order materials
- March- commence improvements to Horseshoe shell and paving when asphalt available
- April/May- Phase I complete
- Phase 1 Budget, \$300,000
- Phase 2 Budget, \$250,000, when tenant and their needs are identified.

Agenda Item 4D.3 - Leasing Revenue Sources and Activities

		12182019
Acct Code	DESCRIPTION	
301	Land and Building Leases	Notes
Tenants		
Air Evac		
Apache Springs		
Drane, Steven		
Flying Diesel		
Guadalupe Aviation		
Kerrville Aviation (North and South)	North lease, month to month	
Mooney	Mooney stress test equipment- move out by 12/31/2019	
South Texas Refueling		
Stieren, George		
Opportunities		
	Maint Bldg- Lease in suspense,due to firewalls and available parking	
	Horseshoe-FY 2020 Capital Program	
	Bldg 27 600sf enclosed, plus patio	
601	Brinkman & Offices	Notes
Tenants		
AeroMax (Office 109)	Gave notice, tenant to vacate on 12/31/2019	
Air Methods	Tenant Improvements underway	
MacDonald Companies	First of four 1- yr extensions exercised. Requested additional 5 year term.	
	Working on updated lease terms	
Richardson Aviation		
Walters, Corey	First of four 1- yr extensions exercised.	
	Opportunities-	
	Office 109, \$385	
602	Terminal	Notes
Tenants		
Billie, Ron		
Grassell		
Hill Country Aviation (Dave Bryant)		
Kerrville Aviation (2 offices)	Month to month	
	Opportunities-	
	One Office, \$350/mo	
	Temp use for Flight Planing, table and chairs in place	
603	T Hangars	Notes
Tenants		Opportunities
Hangars A-B, 16 Units		
Hangars C-D, 12 Units		
Paint Hangar, 4 units	Two offices in Paint Hangar, 325sf and 225sf	
	Box Hangars- FY2021 Capital	
	Hangar E, 10 units:	
	Waiting List= 32	
	New Aircraft to KERV= 27	
	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	

KERRVILLE/KERR COUNTY AIRPORT

ACTION STEPS UPDATE FOR FY 2020 QUARTER ENDED: December 31, 2019

STRATEGIC INITIATIVE: A. ECONOMIC DEVELOPMENT

CHAMPION(S): Mark Mosier and Trey Atkission

1. Build and maintain relationships with economic development entities
2. Focus on high potential business development at the airport
3. Identify properties suitable for development

ACTION STEPS FOR FY 2020 QUARTER 2 – January 1 to March 30

marketing plan

*May - have leasing agent come in and talk
to board.*

RESULTS TO DATE *May - mktng of box hangar*

RECOMMENDATIONS FOR IMPROVEMENTS/CHANGES IN ACTION PLAN

update website

KERRVILLE/KERR COUNTY AIRPORT

ACTION STEPS UPDATE FOR FY 2020 QUARTER ENDED: December 31, 2019

B. STRATEGIC INITIATIVE: B. INFRASTRUCTURE AND FINANCING

CHAMPION(S): Jim Mans and Bill Wood

1. Increase number of hangars available for lease
2. Increase amount of Class A space
3. Develop access to finance infrastructure improvements
4. Substantially improve appearance of airport

ACTION STEPS FOR FY 2020 QUARTER 2 – January 1 to March 30

10 new T-hangs - Start going out for engineers
Showing to prospective tenants

RESULTS TO DATE

RECOMMENDATIONS FOR IMPROVEMENTS/CHANGES IN ACTION PLAN

Revised descriptions & dates

Look for tenants wanting to build hgs.

RECOMMENDATIONS FOR IMPROVEMENTS/CHANGES IN ACTION PLAN

Meets with Jim
Bill & Mark

KERRVILLE/KERR COUNTY AIRPORT

ACTION STEPS UPDATE FOR FY 2020 QUARTER ENDED: December 31, 2019

STRATEGIC INITIATIVE: C. SERVICE LEVEL IMPROVEMENTS

CHAMPION(S): Keith Miller and Mark Mosier

1. Improve service to existing customers
2. Increase sales to entities not currently using the airport

ACTION STEPS FOR FY 2020 QUARTER 2 – January 1 to March 30

Nothing pending for next quarter

RESULTS TO DATE

RECOMMENDATIONS FOR IMPROVEMENTS/CHANGES IN ACTION PLAN

KERRVILLE/KERR COUNTY AIRPORT

ACTION STEPS UPDATE FOR FY 2020 QUARTER ENDED: December 31, 2019

STRATEGIC INITIATIVE: D. PROMOTION OF AIRPORT

CHAMPION(S): Trey Atkission and Keith Miller

1. Develop a program to actively market the airport to prospective customers and influencers
2. Through increased communications and outreach, provide a positive image of airport
3. Develop and maintain good relationships with internal stakeholders

ACTION STEPS FOR FY 2020 QUARTER 2 – January 1 to March 30

*Website construction with City – Mary working
with city to link w/ them*

Mary requesting pictures for website

RESULTS TO DATE

RECOMMENDATIONS FOR IMPROVEMENTS/CHANGES IN ACTION PLAN

Incorporate school plan

KERRVILLE/KERR COUNTY AIRPORT					
ACTION Steps - 2019/2020					
REFERENCE	ACTION STEP	WHO	WHEN	FUNDING	
		Champion/Partner	START	END	FY Budget
A1	Build and Maintain Relationships	Economic Development			
A1-1	Participate with Other Economic Development Entities	Coordinate airport economic development with GII Salinas	6/1/2019		
A2	Focus on High Potential Airport Businesses	Develop closer relation with Cofc Develop communication with EIC and KEDC	6/1/2019 6/1/2019		
A2-1	Complete List	Determine currently available list of potential businesses Work with other EconDev groups to finalize list	6/15/2019 6/15/2019		
A2-2	Actively Pursue Those with Job Creation Potential	Reach out to commercial real estate developer for ideas Develop plan to actively pursue high potential businesses	7/1/2019 7/1/2019		
A3	Identify Properties Suitable for Development				
A3-1	Build Inventory	Review buildings and property in master plan Finalize what is available and include on map	7/1/2019 7/1/2019		
A3-2	Determine Properties with Potential to Meet Market Needs	Document anticipated market needs Match properties with potential to meet market needs	7/1/2019 7/1/2019		

REFERENCE	ACTION STEP	WHO	WHEN	FUNDING
		Champion/Partner	START	END
B1	Infrastructure and Financing (Page 1 of 2)	Jim/Bill		
B1-1	Increase Numbers of Hangars Available for Lease	Bill		
B1-1	Complete 10 New T-Hangars			
B1-2	Rehab. Horseshoe			
B1-2	Finalize arrangements with TxDot		6/1/2019	10/1/2019
B1-2	Get commitment from City and County to fund balance		6/1/2019	7/1/2010
B1-2	Construct and complete hangars		10/1/2019	10/1/2020
B1-3	Finalize proposal including firm costs for 100x80 with 70' door		6/1/2019	7/1/2019
B1-3	Prepare case for renovation to shell including income/lessees		6/1/2019	7/1/2019
B1-3	Obtain financing for shell construction		7/1/2019	10/1/2019
B1-3	Streamline funding for future Tenant Improvements		12/1/2019	3/1/2020
B1-3	Design, construct and complete shell; turnover to tenant(s)		10/1/2019	3/1/2020
B1-3	Finalize proposal for Box Hangar-Shell and site including firm costs		6/1/2019	7/1/2019
B1-3	Prepare case hangar shell, site including income/lessees		6/1/2019	7/1/2019
B1-3	Obtain financing to fund project		7/1/2019	10/1/2019
B2	Streamline funding for future Tenant Improvements, if needed		12/1/2019	3/1/2019
B2	Design, construct and complete hangars, turnover to tenant(s)		6/1/2019	10/1/2019
B2-1	Increase Amount of Class A Space	Bill		
B2-1	Update Infrastructure Portion of Master Plan			
B2-1	Review infrastructure portion of Master Plan		6/1/2019	7/1/2019
B2-1	Update infrastructure development plan		7/1/2019	9/1/2019
B2-1	Develop 5 year capital plan with timing and funding		9/1/2019	10/1/2019
B2-1	Engage consultant to validate		10/1/2019	1/1/2020
B2-1	Implement 2020-2021 part of plan		1/1/2020	2020
B2-2	Move Fence to Edge of Property			
B2-2	Master plan & budget done			
B2-2	Develop plan to move fence		1/1/2021	
B2-2	Time phase project		10/1/2022	
B2-3	Install and/or Extend Taxiways		10/1/2023	2023
B2-3	Obtain TxDOT share of funding			
B2-3	Complete project		7/1/2024	
	Finalize master plan for taxiways		1/1/2020	
	Time phase project		10/1/2021	
	Obtain TxDOT share of funding		10/1/2022	2022
	Complete project		7/1/2023	

new class A space

Master plan & budget done

Move fence to edge of property

Master plan & budget done

Install and/or Extend Taxiways

new class A space

Master plan & budget done

Install and/or Extend Taxiways

new class A space

Master plan & budget done

Install and/or Extend Taxiways

new class A space

Master plan & budget done

Install and/or Extend Taxiways

new class A space

Master plan & budget done

REFERENCE	ACTION STEP	WHO	WHEN	FUNDING
		Champion/Partner	START	END
B3	Pursue Relationships and Finance Options with TxDot	Bill	6/1/2019	
B3-1	Actively develop relationship with the decision maker at TxDot			
	Determine how to maximize funding from TxDot/FAA			
	Pursue maximum funding			
B3-2	Pursue Other Potential (Private) Funding Sources	Jim	10/1/2022	2022
B3-2	Clarify process of maximizing funding from these sources			
	Streamline the process of funding future projects			
B4	Substantially Improve Appearance of Airport			
B4-1	Address Deferred Maintenance Issues	Jim	1/1/2020	
B4-1	List gaps of superior airport facilities and equipment to current		6/1/2019	
	May - June Develop specific plan to resolve those gaps		10/1/2019	
	Get ideas from landscape person for improvements at airport		7/1/2019	
	Develop program for more attractive entrance to airport		1/1/2020	2021
B4-2	Identify Upgrades to Terminal Facility			
B4-2	Prepare list of improvements currently needed at terminal		1/1/2020	
	Prioritize list and begin to resolve needs		4/1/2020	2021
	Develop 5 year plan for terminal based on needs of market		1/1/2021	2022

*Working on
Master Plan*

*Pursue
Market*

REFERENCE	ACTION STEP	WHO	WHEN	FUNDING
	Service Level Improvement	Champion/Partner	START	END
C1	Modify Existing Self Serve Facility	Keith/Mark		
C1-1	Identify attributes of first class self fuel operations		8/1/2019	
	Develop plan for KERV based on those attributes		8/1/2019	
	Determine where to locate self-serve operation		8/1/2019	
	Cost the proposed new plan		8/1/2019	
	Establish policy for pricing based on competition		8/1/2019	
	Implement the plan		8/1/2019	
C1-2	Improve Service Levels of FBO			
	Establish criteria for superior operations		7/1/2019	
	Develop plan to close gap from current to superior		7/1/2019	
	Set firm timelines for improvement		7/1/2019	
C1-3	Jet A Sales by Two Providers			
	Clearly document the history of how this came to be		10/1/2019	
	Develop plan to resolve all issues		10/1/2019	
	Implement plan		10/1/2019	
C1-4	Fuel Use Fee			
	Determine the practice followed by area airports with FBO		7/1/2019	
	Adjust fees to the market		7/1/2019	
C1-5	FBO Goals and Objectives			
C1-5	Discuss goals and objectives with FBO		9/1/2019	
	Develop plan to obtain alignment		9/1/2019	
C2	Increase Sales to Entities Not Currently Using Airport			
C2-1	Determine FBO Capabilities			
C2-1	Request current financial statements for FBO		9/1/2019	
	Evaluate potential for improvement and investment		9/1/2019	
C2-2	Increase Amenities and Diversify Service			
C2-2	Establish criteria for superior operations		9/1/2019	
	Develop plan to close gap from current to superior		9/1/2019	

REFERENCE	ACTION STEP	WHO	WHEN	FUNDING
		Champion/Partner	START	END
				FY Budget
D1	Promotion of Airport	Trey / Keith		
D1-1	Determine Population of Prospective Customers			
D1-2	Assess Most Effective and Economical Way to Reach			
D1-3	Implement a Marketing Program			
D2	Increase Communications and Outreach			
D2-1	Establish Quarterly Airport Functions			
D2-2	Improve Communication Methods			
D2-3	Provide Quarterly Updates			
D2-4	Support Education			
D3	Relationships with Internal Stakeholders			
D3-1	Establish Semi-Annual Functions			