

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, October 28, 2020 at 8:30 a.m.

Kerrville City Council Chambers

701 Main Street

Kerrville, Texas 78028

MEMBERS PRESENT:

Mark Mosier, President

Jim Mans, Vice President

Trey Atkission

Stephen Schmerbeck

Scott Schellhase

AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

Carole Dungan, Executive Assistant

VISITORS:

Tom Moser, County Commissioner

James Robles, County Auditor's Office

Judy Eychner, City Council Member

EA Hoppe, Deputy City Manager

Joe Kennedy, Owner of Kerrville Aviation

NO.		PAGE
1.	VISTOR'S FORUM	3
2.	KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM	3
3.	CONSENT AGENDA	3
	3 A. Approval of the Board Minutes for September 23, 2020 Meetings	3
4.	DISCUSSION AND POSSIBLE ACTION	
	4 A. Monthly Financials for September, 2020	3
	4 B. Changing the Date of the November, December and January Board Meetings	3
	4 C. Approve FY 2020-2021 Holiday Schedule	3
	4 D Monthly Update from Kerrville Aviation	3
	4 E. Strategic Plan	
	1. Owner meeting update	3
	2. Assign Initiatives to Champions	3
	4 F. Report on meeting with TxDOT Aviation, October 15, 2020	3
	4 G. General Update	
	1. Airport Development Update	3
	2. July 31 Storm Damage - repair status and costs	3
5.	ADJOURNMENT	3

CALL TO ORDER

1. VISTORS FORUM:
None
2. KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM:
None
3. CONSENT AGENDA
3 A. The Board approved the minutes for the September 23, 2020 meeting with a vote of 5-0. (Item 3A)
4. DISCUSSION AND POSSIBLE ACTION
 - 4A. The Board deferred accepting the Financials for September 2020 until the November 18, 2020 meeting with a vote of 5-0. (Item 4A)
 - 4B. The Board approved moving the November Board Meeting to Wednesday, November 18th, December Meeting to Wednesday December 16th and the January Meeting to Wednesday 20th with a vote of 5-0 (Items 4B)
 - 4C. The Board approved the Holiday Schedule for FY 2020-2021 with a vote of 5-0 (Item 4C)
 - 4D. Monthly Update from Kerrville Aviation – no action needed
 - 4E. Strategic Planning –
 1. Owners meeting update – no action needed
 2. Assign Initiatives to Champions – Mark Mosier assigned each of the Board Members to an Initiative on the Strategic Plan.
 - 4F. Report on meeting with TxDOT Aviation held on October 15, 2020 – no action needed
 - 4F. General Update – Mary Rohrer
 1. Airport Development Update – no action needed (Item 4G.1)
 2. July 30, 2020 Storm Damage Repair Status – no action needed (Item 4G.2)
5. ADJOURNMENT

The Joint Airport Board adjourned the meeting at 10.15 am.

AGENDA
REGULAR MEETING OF THE
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
OCTOBER 28, 2020 at 8:30 AM
KERRVILLE CITY COUNCIL CHAMBERS
701 MAIN STREET, 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 23, 2020 Board Meeting Minutes

4. DISCUSSION AND POSSIBLE ACTION

4A. Monthly Financials, September - James Robles

4B. Changing the Date of the November, December and January Board Meetings – Mark Mosier

4C. Approve FY 2020-2021 Holiday Schedule

4D. Monthly Update from Kerrville Aviation – Joe Kennedy

4E. Strategic Planning

1. Owners meeting update- Jim Mans
2. Assign Initiatives to Champions –Mark Mosier

4F. Report on meeting with TxDOT Aviation, October 15, 2020 –Mark Mosier

4G. Airport Manager Reports- Mary Rohrer

1. Airport Development Update
2. July 31 Storm Damage – repair status and costs

5. 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.

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, September 23, 2020 at 8:30 a.m.

Hill Country Youth Event Center

3785 TX Highway 27

Kerrville, Texas 78028

MEMBERS PRESENT:

Mark Mosier, President

Jim Mans, Vice President

Trey Atkission

MEMBERS ABSENT:

Stephen Schmerbeck

Keith Miller

AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

VISITORS:

Judy Eychner, City Council Member

Tom Moser, County Commissioner

James Robles, County Auditor's Office

Dixon Mosty, Attorney for the Airport

Scott Schellhase

I-N-D-E-X

NO.		PAGE
1.	VISTOR'S FORUM	3
2.	KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM	3
3.	CONSENT AGENDA	3
	3 A. Approval of the Board Minutes for August 26, 2020 Meetings	3
4.	DISCUSSION AND POSSIBLE ACTION	
	4 A. Monthly Financials for August, 2020	3
	4 B. Approval of Flyin' Diesel Truck Race on October 3, 2020	
	4 C. Monthly update from Kerrville Aviation	3
	4 D. Strategic Plan	
	1. Approval Strategic Plan 2020-2024 document	3
	2. Review outline of presentation for Joint Meeting on Friday October 9, 2020 at 10 am, Dietert Center	3
	4 E. Interlocal Agreement and Financial Management Policies	3
	4 F. General Update	
	1. T-hangar Project	
	2. July 30, 2020 Storm Damage Repair status	3
	3. FY 2020 Projects Updates	3
	4. Leasing Update	3
5	EXECUTIVE SESSION	3
	5 A. Deliberation regarding economic development projects	
6	ADJOURNMENT	3

CALL TO ORDER

1. VISTORS FORUM:
None
2. KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM:
Mary Rohrer, Airport Manager reported to the Board the FAA Facilities Directory will be updated to reflect Runway 12/30 to be the Common Runway. The directory will be published in mid -September. Until that time she will add an announcement on the AWOS.
Mark Mosier, President of the Airport Board thanked all those present on site after the wind storm for their help.
Mary Rohrer reminded everyone of the October 9, 2020 Strategic Plan Meeting.
3. CONSENT AGENDA
3 A. The Board approved the minutes for the August 26, 2020 meeting with a vote of 3-0. (Item 3)
4. DISCUSSION AND POSSIBLE ACTION
4A. The Board voted to accept the financial report for August, 2020 with a vote of 3-0. (Item 4A)
4B. The Board voted to approve the Flyin' Diesel Truck Race with a vote of 3-0. (Item 4B)
4C. Monthly Update from Kerrville Aviation – no report from Joe Kennedy
4D. The Board voted to approve the Strategic Plan 2020-2024 with a vote of 3-0.
4E. The Board voted to approve the Revised Interlocal Agreement and Financial Management Policies with legal comments with a vote of 3-0 (Item 4E.1 and Item 4E.2)
4F. General Update – Mary Rohrer
 1. July 30, 2020 Storm Damage Repair Status – no action needed (Item 4F.1)
 2. FY 2020 Projects Updates – no action needed (Item 4F.2 and 4F.3)
 3. Leasing Update – no action needed (Item 4F.4)
5. EXECUTIVE SESSION
5A. Deliberation regarding economic development projects – no action taken
6. ADJOURNMENT

The Joint Airport Board adjourned the meeting at 11:08 am.

Kerrville-Kerr County Airport Financial Statements



For the month of September, 2020

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

47 -Airport

ACCOUNT#	TITLE	
ASSETS		
47-103-100 NOW ACCOUNT	777,627.95	
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	
47-103-615 DEPOSITS RECEIVABLE	0.00	
47-103-800 PREPAID INSURANCE	9,762.25	
47-103-850 PREPAID EXPENSE	0.00	
	<u>787,390.20</u>	
TOTAL ASSETS	787,390.20	
LIABILITIES		
47-202-000 ACCOUNTS PAYABLE	11,314.17	
47-202-050 UNEARNED REV LAND LEASES	523.73	
47-202-055 UNEARNED REV T-HANGERS	14,900.00	
47-202-060 UNEARNED REV TERMINAL LEASE	0.00	
47-202-065 UNFARNED REV STORAGE	0.00	
47-202-070 UNEARNED REV BRINKMAN	1,572.65	
47-202-075 UNEARNED PARKING LOT LEASES	105.00	
47-202-100 ACCRUED COMPENSATION	1,222.93	
47-202-114 1994 BUILDING DEPOSITS	5,000.00	
47-202-115 TERMINAL DEPOSITS	1,125.00	
47-202-116 T-HANGER DEPOSITS	5,100.00	
47-202-117 STORAGE DEPOSITS	0.00	
47-202-118 BRINKMAN DEPOSIT	8,085.00	
47-202-125 INTERGOVERNMENTAL PAYABLE	0.00	
47-202-999 A/P CREDIT WITH VENDORS	0.00	
47-207-090 DUE TO PAYROLL FUND	5,270.38	
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	535.66	
47-207-202 DUE TO GROUP INSURANCE	0.00	
47-207-203 DUE TO RETIREMENT	492.00	
47-207-204 DUE TO FED W/H	628.88	
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	4.24	

47 -Airport

ACCOUNT#	TITLE	
47-207-508	ING VOL LIFE	0.00
47-207-509	DUE TO AIRLIFE	0.00
47-207-510	DUE TO AIREVAC	0.00
47-207-511	DUE TO MASA EMERGENT	2.70
47-207-513	DENTAL SELECT	0.00
47-207-514	VISION	1.84
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	1.28
47-207-522	LONG-TERM DISAB MUT. OF OMAHA	<u>13.39</u>
TOTAL LIABILITIES		<u>55,898.85</u>
EQUITY		
=====		
47-271-000	UNRESERVED FUND BALANCE	656,326.08
47-271-110	COMMITTED FUTURE CONSTRUCTION	0.00
47-271-111	PRIOR PER RESERVE FOR DEPOSITS	<u>0.00</u>
TOTAL BEGINNING EQUITY		656,326.08
TOTAL REVENUE		608,036.83
TOTAL EXPENSES		<u>532,871.56</u>
TOTAL REVENUE OVER/ (UNDER) EXPENSES		75,165.27
TOTAL EQUITY & REV. OVER/ (UNDER) EXP.		<u>731,491.35</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.		787,390.20
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47 -Airport

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	PRIOR YEAR YEAR-TO-DATE	BUDGET REMAINING	% BUDGET REMAINING
<u>INTERGOVERNMENTAL REV.</u>							
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 CARES ACT GRANT	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
<u>LEASE/RENTAL INCOME</u>							
47-325-301 LAND ONLY LEASES	161,301	161,301	13,631.97	187,773.27	157,892.58	(26,472.27)	16.41-
47-325-401 LAND & STRUCTURE LEASES	0	0	0.00	0.00	0.00	0.00	0.00
47-325-601 BRINKMAN HANGER & OFFICE LE	92,687	92,687	7,469.69	98,814.31	73,717.91	(6,127.31)	6.61-
47-325-602 TERMINAL LEASES	12,833	12,833	776.40	15,252.09	12,500.79	(2,419.09)	18.85-
47-325-603 T-HANGAR LEASE	118,200	118,200	1,550.00	123,613.83	118,293.10	(5,413.83)	4.58-
47-325-604 VEHICLE RENT SURCHARGE	3,576	3,576	517.76	2,826.79	4,016.72	749.21	20.95
47-325-605 STORAGE RENTAL	2,520	2,520	165.00	2,595.00	2,167.45	(75.00)	2.98-
47-325-625 PARKING LOT LEASES	4,500	4,500	(48.71)	4,659.29	5,668.00	(159.29)	3.54-
TOTAL LEASE/RENTAL INCOME	395,617	395,617	24,062.11	435,534.58	374,256.55	(39,917.58)	10.09-
<u>FUEL SALES-AVIATION</u>							
47-350-601 FUEL FLOW FEES	33,000	33,000	7,916.85	40,060.53	38,462.32	(7,060.53)	21.40-
47-350-602 OTHER	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL FUEL SALES-AVIATION	33,000	33,000	7,916.85	40,060.53	38,462.32	(7,060.53)	21.40-
<u>PROCEEDS</u>							
47-370-260 SURPLUS PROPERTY SALE	0	0	0.00	0.00	2,000.00	0.00	0.00
47-370-975 INSURANCE PROCEEDS	0	0	132,155.41	132,155.41	165,358.66	(132,155.41)	0.00
47-370-980 APPROPRIATED FUND BALANCE	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL PROCEEDS	0	0	132,155.41	132,155.41	167,358.66	(132,155.41)	0.00
<u>MISCELLANEOUS</u>							
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
<u>INTEREST INCOME</u>							
47-380-601 INTEREST INCOME	0	0	1.22	286.31	497.74	(286.31)	0.00
TOTAL INTEREST INCOME	0	0	1.22	286.31	497.74	(286.31)	0.00
TOTAL REVENUES	428,617	428,617	164,135.59	608,036.83	581,465.51	(179,419.83)	41.86-

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
 AS OF: SEPTEMBER 30TH, 2020

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	87,550	87,550	11,118.99	88,230.39	82,067.70 (680.39)	0.78-
47-700-102 EXECUTIVE ASSISTANT PART TI	31,858	31,858	1,543.62	27,368.72	28,857.06	4,489.28	14.09
47-700-104 Airport Maintenance Staff	38,007	38,007	4,827.10	38,576.63	37,264.27 (569.63)	1.50-
47-700-150 ACCRUED COMP TIME	0	0	0.00	0.00	0.00	0.00	0.00
47-700-201 FICA	12,042	12,042	1,332.84	11,756.92	11,301.42	285.08	2.37
47-700-202 GROUP INSURANCE	18,468	18,468	2,037.78	17,247.70	16,035.16	1,220.30	6.61
47-700-203 RETIREMENT	20,181	20,181	2,090.13	20,212.08	18,953.11 (31.08)	0.15-
47-700-204 WORKMAN'S COMP	1,244	1,244	674.00	1,602.00	856.00 (358.00)	28.78-
47-700-205 OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00
47-700-206 BASIC LIFE	128	128	15.66	130.50	127.48 (2.50)	1.95-
47-700-207 UNEMPLOYMENT INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES AND BENEFITS	209,478	209,478	23,640.12	205,124.94	195,462.20	4,353.06	2.08
TOTAL SALARIES & BENEFITS	209,478	209,478	23,640.12	205,124.94	195,462.20	4,353.06	2.08

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: SEPTEMBER 30TH, 2020

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	6,000	6,000	0.00	3,246.73	5,334.54	2,753.27	45.89
TOTAL PERSONNEL	6,000	6,000	0.00	3,246.73	5,334.54	2,753.27	45.89
SUPPLIES							
47-800-101 OFFICE SUPPLIES	2,700	2,700	90.15	2,495.50	1,875.92	204.50	7.57
47-800-102 SMALL TOOLS & EQUIP	2,000	2,000	776.24	2,204.06	1,604.31	(204.06)	10.20
47-800-104 FUEL & OIL SUPPLIES	4,000	4,000	76.79	1,700.10	3,011.72	2,299.90	57.50
47-800-106 JANITORIAL SERVICES	6,800	6,800	1,197.27	5,944.41	1,543.32	855.59	12.58
47-800-110 LANDSCAPING	3,250	3,250	0.00	3,250.00	1,576.36	0.00	0.00
47-800-112 WEARING APPAREL	1,000	1,000	20.65	519.85	940.28	480.15	48.02
TOTAL SUPPLIES	19,750	19,750	2,161.10	16,113.92	10,551.91	3,636.08	18.41
MAINTENANCE							
47-800-200 LAND MAINT/MOWING CONTRACT	37,500	37,500	7,500.00	37,500.00	30,000.00	0.00	0.00
47-800-201 BUILDING & STRUCTURES REPAI	1,500	1,500	0.00	0.00	9,529.43	1,500.00	100.00
47-800-202 BUILDING & STRUCTURE MAINT.	18,000	18,000	3,132.93	24,726.12	24,129.61	(6,726.12)	37.37
47-800-203 VEHICLE MAINTENANCE	2,500	2,500	124.74	2,624.74	2,598.94	(124.74)	4.99
47-800-205 AIRSIDE MAINTENANCE	6,000	6,000	1,325.72	6,399.05	2,946.50	(399.05)	6.65
47-800-215 STORM DAMAGE REPAIRS	150,655	150,655	0.00	150,654.88	0.00	0.46	0.00
TOTAL MAINTENANCE	216,155	216,155	12,083.39	221,904.79	69,204.48	(5,749.45)	2.66
PROFESSIONAL SERVICES							
47-800-302 PROPERTY INSURANCE	9,200	11,574	0.00	11,574.00	10,191.05	0.00	0.00
47-800-303 LIABILITY INSURANCE	750	750	0.00	646.00	658.00	104.00	13.87
47-800-305 EQUIPMENT RENTAL	2,700	2,700	204.98	2,459.67	1,936.93	240.33	8.90
47-800-307 MARKETING	5,600	4,020	0.00	1,089.37	2,114.40	2,930.80	72.90
47-800-311 LEGAL SERVICES	8,000	8,000	425.00	4,800.00	6,818.50	3,200.00	40.00
47-800-312 PROFESSIONAL SERVICES	15,000	16,580	0.00	16,579.83	10,375.00	0.00	0.00
TOTAL PROFESSIONAL SERVICES	41,250	43,624	629.98	37,148.87	32,093.88	6,475.13	14.84
UTILITIES							
47-800-401 Phone Service - Cell	1,300	1,300	92.91	1,236.86	1,490.50	63.14	4.86
47-800-404 WATER & SEWER	2,139	2,139	173.76	1,677.42	1,638.30	461.58	21.58
47-800-406 LIGHT AND POWER	18,400	18,400	1,957.07	17,948.78	17,833.39	451.22	2.45
47-800-503 DUES AND SUBSCRIPTION	1,200	1,200	0.00	537.50	437.50	662.50	55.21
TOTAL UTILITIES	23,039	23,039	2,223.74	21,400.56	21,399.69	1,638.44	7.11
CAPITAL							
47-800-508 RESERVE FOR CAPITAL	15,000	15,000	0.00	0.00	5,685.00	15,000.00	100.00
TOTAL CAPITAL	15,000	15,000	0.00	0.00	5,685.00	15,000.00	100.00
CONTINGENCY							
47-800-512 CONTINGENCY	30,800	28,426	8,950.82	14,501.85	2,546.68	13,924.15	48.98
TOTAL CONTINGENCY	30,800	28,426	8,950.82	14,501.85	2,546.68	13,924.15	48.98
TOTAL AIRPORT	351,994	351,994	26,049.03	314,316.72	146,816.18	37,677.62	10.70

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: SEPTEMBER 30TH, 2020

47 -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	281.58	1,279.28	908.35	(279.28)	27.93-
47-801-301 LIGHT & POWER	9,000	9,000	868.93	7,943.95	7,600.28	1,056.05	11.73
47-801-302 PROPANE GAS	4,000	4,000	585.00	2,746.56	2,992.65	1,253.44	31.34
47-801-303 WATER & SEWER	3,800	3,800	379.15	2,485.38	2,516.73	1,314.62	34.60
TOTAL UTILITIES	17,800	17,800	2,114.66	14,455.17	14,018.01	3,344.83	18.79
TOTAL TERMINAL	17,800	17,800	2,114.66	14,455.17	14,018.01	3,344.83	18.79
TOTAL EXPENDITURES	579,272	579,272	51,803.81	533,896.83	356,296.39	45,375.51	7.83
REVENUE OVER/ (UNDER) EXPENDITURES	(150,655)	(150,655)	112,331.78	74,140.00	225,169.12	(224,795.34)	149.21

48 -AIRPORT CAPITAL

ACCOUNT#	TITLE	
ASSETS		
48-103-100 NOW ACCOUNT		31,505.31
48-103-110 INVESTMENTS		0.00
48-103-115 ACCOUNTS RECEIVABLE-RAMP		7,066.50
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		<u>2,400.00</u>
		<u>40,971.81</u>
TOTAL ASSETS		40,971.81
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		<u>1,200.00</u>
TOTAL LIABILITIES		<u>1,200.00</u>
EQUITY		
48-271-000 UNRESERVED FUND BALANCE		56,740.11
48-271-001 PRIOR PERIOD ADJUSTMENT		<u>0.00</u>
TOTAL BEGINNING EQUITY		56,740.11
TOTAL REVENUE		129,869.41
TOTAL EXPENSES		<u>146,837.71</u>
TOTAL REVENUE OVER/ (UNDER) EXPENSES	(16,968.30)
TOTAL EQUITY & REV. OVER/ (UNDER) EXP.		<u>39,771.81</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.		40,971.81

48 -AIRPORT CAPITAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	PRIOR YEAR YEAR-TO-DATE	BUDGET REMAINING	% BUDGET REMAINING
<u>REIMBURSEMENTS</u>							
48-350-100 RAMP GRANT TX DOT MATCH	50,000	50,000	27,921.64	49,954.50	49,999.99	45.50	0.09
48-350-200 TX DOT REIMB T-HANGARS	600,000	600,000	0.00	0.00	0.00	600,000.00	100.00
TOTAL REIMBURSEMENTS	650,000	650,000	27,921.64	49,954.50	49,999.99	600,045.50	92.31
<u>INTERGOVERNMENTAL REV</u>							
48-351-100 KERR COUNTY RAMP GRANT MATC	25,000	25,000	0.00	25,000.00	25,000.00	0.00	0.00
48-351-101 CITY RAMP GRANT MATCH	25,000	25,000	0.00	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	525,000	525,000	2,400.00	14,942.00	0.00	510,058.00	97.15
TOTAL INTERGOVERNMENTAL REV	575,000	575,000	2,400.00	64,942.00	50,000.00	510,058.00	88.71
<u>MISCELLANEOUS</u>							
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
<u>GRANT REVENUE</u>							
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
<u>OTHER REVENUE</u>							
48-360-100 INTEREST EARNINGS	0	0	0.04	30.91	70.61	(30.91)	0.00
TOTAL OTHER REVENUE	0	0	0.04	30.91	70.61	(30.91)	0.00
<u>TRANSFERS IN</u>							
48-390-610 TRANSFER IN	525,000	525,000	2,400.00	14,942.00	0.00	510,058.00	97.15
TOTAL TRANSFERS IN	525,000	525,000	2,400.00	14,942.00	0.00	510,058.00	97.15
TOTAL REVENUES	1,750,000	1,750,000	32,721.68	129,869.41	100,070.60	1,620,130.59	92.58

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: SEPTEMBER 30TH, 2020

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	7,894.09	99,910.00	100,000.00	90.00	0.09
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 PORTION	600,000	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	550,000	550,000	960.00	19,534.00	0.00	530,466.00	96.45
48-600-110 MASTER PLAN	0	0	0.00	0.00	0.00	0.00	0.00
48-600-111 BOX HANGER CONSTRUCTION	200,000	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 CROSSWIND RUNWAY	0	0	0.00	0.00	0.00	0.00	0.00
48-600-115 T-HANGER 10% MATCH/SITE PRE	300,000	300,000	0.00	10,350.00	0.00	289,650.00	96.55
48-600-116 MAINTENANCE BLDG RENOVATION	40,000	40,000	336.71	17,043.71	0.00	22,956.29	57.39
48-600-120 MOONEY ROOF PROJECT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL AIRPORT CAPITAL	1,790,000	1,790,000	9,190.80	146,837.71	100,000.00	1,643,162.29	91.80
 TOTAL Capital Outlay	 1,790,000	 1,790,000	 9,190.80	 146,837.71	 100,000.00	 1,643,162.29	 91.80
 TOTAL EXPENDITURES	 1,790,000	 1,790,000	 9,190.80	 146,837.71	 100,000.00	 1,643,162.29	 91.80
 =====	 =====	 =====	 =====	 =====	 =====	 =====	 =====
REVENUE OVER/ (UNDER) EXPENDITURES	(40,000)	(40,000)	23,530.88	(16,968.30)	70.60	(23,031.70)	57.58

AIRPORT BOARD AGENDA ITEM 4B and 4C

MEETING DATE: October 28, 2020

FROM: Mark Mosier
SUBJECT: 4B Changing the Date of November, December and January
Board Meetings
4C Approve FY 2020- 2021 Holiday Schedule



Item 4B: Changing the Date of November, December and January Board Meetings

1. Change board meeting date from Wednesday November 25 to Tuesday November 24 or Wednesday November 18
2. Change board meeting date from Wednesday December 23 to Wednesday December 16
3. Change board meeting date from Wednesday January 27 to Wednesday January 20

Item 4C: Approve FY 2020- 2021 Holiday Schedule

KERR COUNTY 2020 - 2021 HOLIDAY SCHEDULE		
Court Order 38140		
COLUMBUS DAY	MONDAY	10/12/2020
VETERAN'S DAY	WEDNESDAY	11/11/2020
THANKSGIVING DAY	THURSDAY	11/26/2020
THANKSGIVING FRIDAY	FRIDAY	11/27/2020
CHRISTMAS EVE DAY	THURSDAY	12/24/2020
CHRISTMAS DAY	FRIDAY	12/25/2020
NEW YEAR'S DAY	FRIDAY	01/01/2021
MARTIN LUTHER KING DAY	MONDAY	01/18/2021
PRESIDENT'S DAY	MONDAY	02/15/2021
GOOD FRIDAY	FRIDAY	04/02/2021
MEMORIAL DAY	MONDAY	05/31/2021
INDEPENDENCE DAY	MONDAY	07/05/2021
LABOR DAY	MONDAY	09/06/2021

AIRPORT BOARD AGENDA ITEM 4E- 2.

MEETING DATE: October 28, 2020

FROM: Mark Mosier
SUBJECT: Strategic Planning
Assign Initiatives to Champions



A. Economic Development

- Mark Mosier
- With help from all Board Members

B. Infrastructure and Financing

- Scott Schellhase
- Jim Mans

C. Service Level Improvement

- Stephen Schmerbeck
- Trey Atkisson

D. Promotion

- Trey Atkisson
- Stephen Schmerbeck

EXHIBIT I- FY 2020 Strategic Plan

STRATEGIC INITIATIVES, GOALS AND OBJECTIVES

A. Economic Development

Goal #1 - Build and maintain relationships with economic development entities

- Objective #1 – Actively participate with City, County, EIC, KEDC Chamber of Commerce and other entities so that the airport is recognized as a vital part of the community.

1. Coordinate airport economic development with Gil Salinas
2. Develop closer relationship with Chamber of Commerce
3. Develop and maintain communications with EIC and KEDC

Goal #2 – Focus on high potential business development at airport

- Objective #1 - Actively pursue those with job creations potential
 1. Reach out to commercial real estate developers for ideas
 2. Actively pursue high potential businesses opportunities

B. Infrastructure and Financing

Goal #1 – Increase numbers of hangars available for lease

- Objective #1 – Complete New T-Hangars
 1. Construct and complete hangars
- Objective #2 – Rehab. the Horseshoe
 1. Finalize proposal, including firm costs for new 140-ft by 70-ft structure with 70-ft hangar door
 2. Prepare case for shell construction, including income/lessees
 3. Obtain financing for shell construction
- Objective #3 – Complete two box hangars
 1. Finalize proposal for box hangar site, including firm costs
 2. Market space to future tenants

Goal #2 – Increase amount of Class A space

- Objective #1 – Evaluate options available
 1. Develop 5-year capital plan with timing and funding
 2. Engage consultant to validate
- Objective #2 - Install and/or extend taxiways
 1. Finalize Master Plan for taxiways
 2. Time phase project
 3. Complete project

Goal #3 – Pursue relationships and finance options

- Objective #1 – Identify and actively develop relationship with the decision makers at TxDOT
- Objective #2 - Pursue maximum funding from TxDOT and FAA
- Objective #3 – Pursue other potential (private) funding sources
 1. Clarify process of maximizing funding from these sources
 2. Streamline the process of funding future projects

Goal #4 – Improve appearance of airport

- Objective #1 – Address deferred maintenance issues
 1. List gaps of superior airport facilities and equipment to current status
 2. Develop specific plan to resolve those gaps
 3. Develop program for more attractive entrance to airport

- Objective #2 – Identify upgrades to terminal facility
 1. Prepare list of improvements currently needed at terminal
 2. Prioritize list and begin to resolve needs
 3. Develop 5-year plan for terminal based on needs of market

C. Service Level Improvement

Goal #1 – Improve service to existing customers

- Objective #1 – Modify existing self-serve facility
 1. Identify attributes of first-class self-fueling operations
 2. Develop plan for KERV based on those attributes
 3. Determine where to best to relocate self-serve operation
 4. Estimate costs of the proposed new plan
 5. Establish policy for pricing based on competition
 6. Implement plan
- Objective #2 – Improve service levels of FBO
 1. Establish criteria for superior operations
 2. Develop plan to close the gap from current to superior
 3. Set firm timelines for improvements
- Objective #3 – FBO goals and objectives alignment
 1. Discuss goals and objectives with FBO
 2. Develop and implement a plan to obtain alignment of goals and objectives

D. Promotion of Airport

Goal #1 – Market the airport to improve community awareness

- Objective #1 – Finalize and implement a marketing plan
 1. Utilize City and County expertise when possible
 2. Supplement efforts with outside professionals
 3. Implement time phased plan
- Objective #2 - Provide quarterly updates via airport newsletter
 1. Develop a list of interesting topics relating to the airport
 2. Distribute via print, email, website and social media
- Objective #3 – Establish routine airport functions

1. Host minimum of four airport functions annually
2. Function hosts will include community and aviation related organizations

Goal #2 – Increase communication and outreach

- Objective #1 – Improve digital and social media communications
 1. Maintain airport website
 2. Create and manage airport and social media pages for Facebook and Instagram
 3. Produce videos of airport to be posted on airport website
- Objective #2 – Support education
 1. Support additional aviation training programs at KERV
 2. Identify and support outreach opportunities for youth

AIRPORT BOARD AGENDA ITEM 4G 1
 MEETING DATE: OCTOBER 28, 2020
 SUBJECT: 1. Airport Development Update



Kerrville Kerr County Airport Development Update

Dev Area	Project Name	Description	Funding	Delivery	Comments
PH 1 Hgr 4 PH 2 TBD	RBR Aviation	New Business rollout: PH 1- Avionics and Parts PH 2 MRO for Jets	PH 1 Private; Ph 2- TBD	PH 1- Qtr 1 FY 2021 PH2- FY 2023	Phase 1- Locating in existing FBO leased hangar space Phase 2- New 40,000 sf hangar, 8k shop for MRO Ops
2	no activity				
3	Christiansen	Box Hangar Development, about 50 units	Private	Qtr 1 FY 2022	Land lease pending 6.5acres, Phased construction, Twy D grade mitigation
4	Row Hangars	4 to 5 units by Airport	TxDOT- \$600k, City \$150k, County \$150k	Qtr 4 2021	Reduce scope to match available funding -Taxiway and infrastructure to open up Area 4
4	Shovel- Ready Pads	2 to 3 units by Airport	County \$100k EIC-City \$100k	Qtr 4 2021	Site work scope pending updated site plan
5	Horseshoe Redev	Training - mechanical and flight	County \$275k EIC-City \$275k	TBD	Phase 1 (\$300k)- Demo complete; site improv pending Phase 2 (\$250k)- 10k Hangar shell with user
5	Adj land and slab	Training - classrooms, labs	None	TBD	Land for parking, class rooms for hangar user, 1.5 ac
Mooney	Shared Production	Third party aircraft production 100 aircraft per year	Private	Qtr 2 2021	Employee count increases 100 to 150. Know by year end, rapid production ramp up
Other	Maint Building	Shop space available	Complete	Qtr 1 FY 2021	
		10/27/2020 14:08			

Kerrville-Kerr County Airport Development Update- Status Report



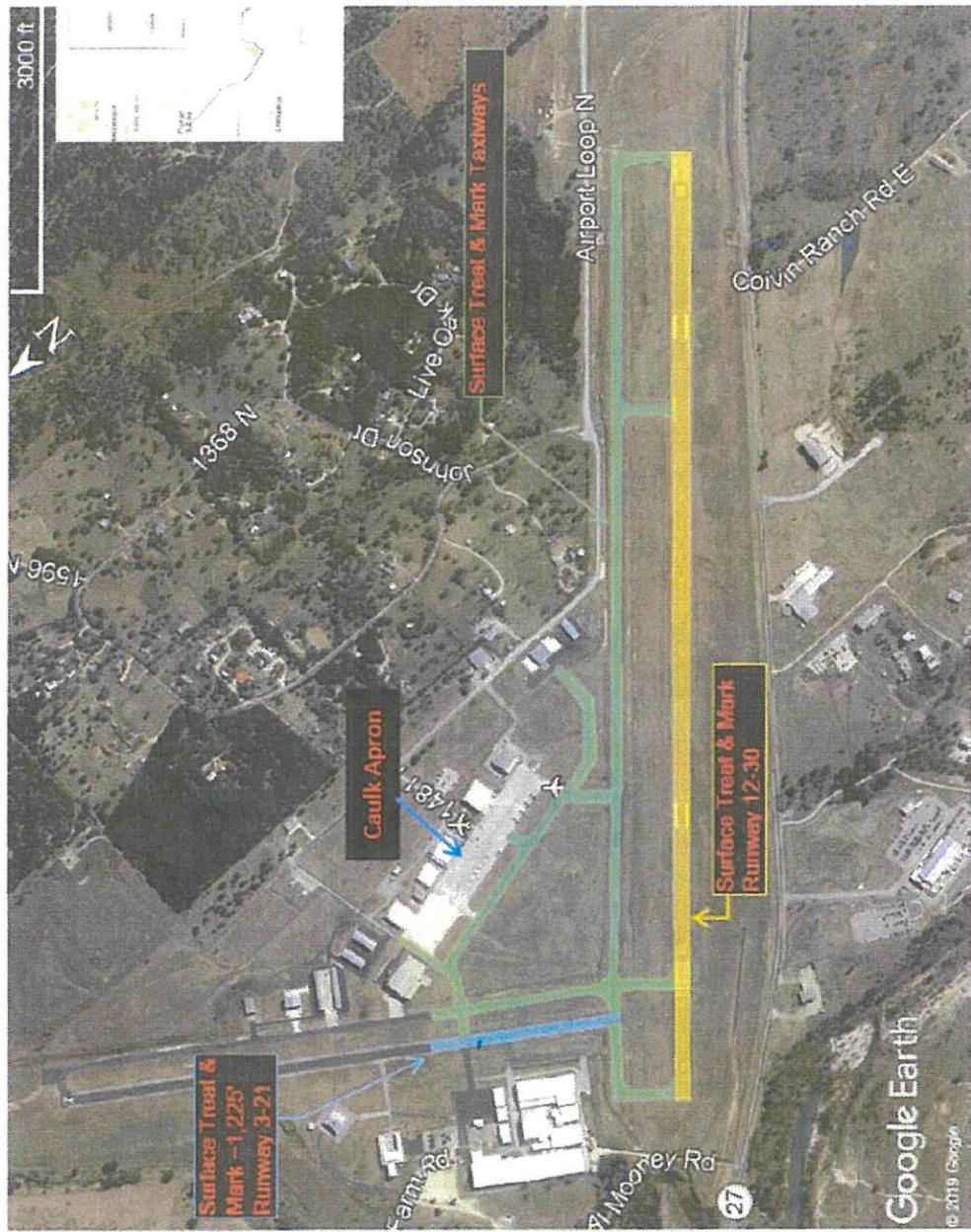
AIRPORT BOARD AGENDA ITEM 4G 1
 MEETING DATE: OCTOBER 28, 2020
 SUBJECT: 1. Airport Development Update
 Infrastructure Projects Status



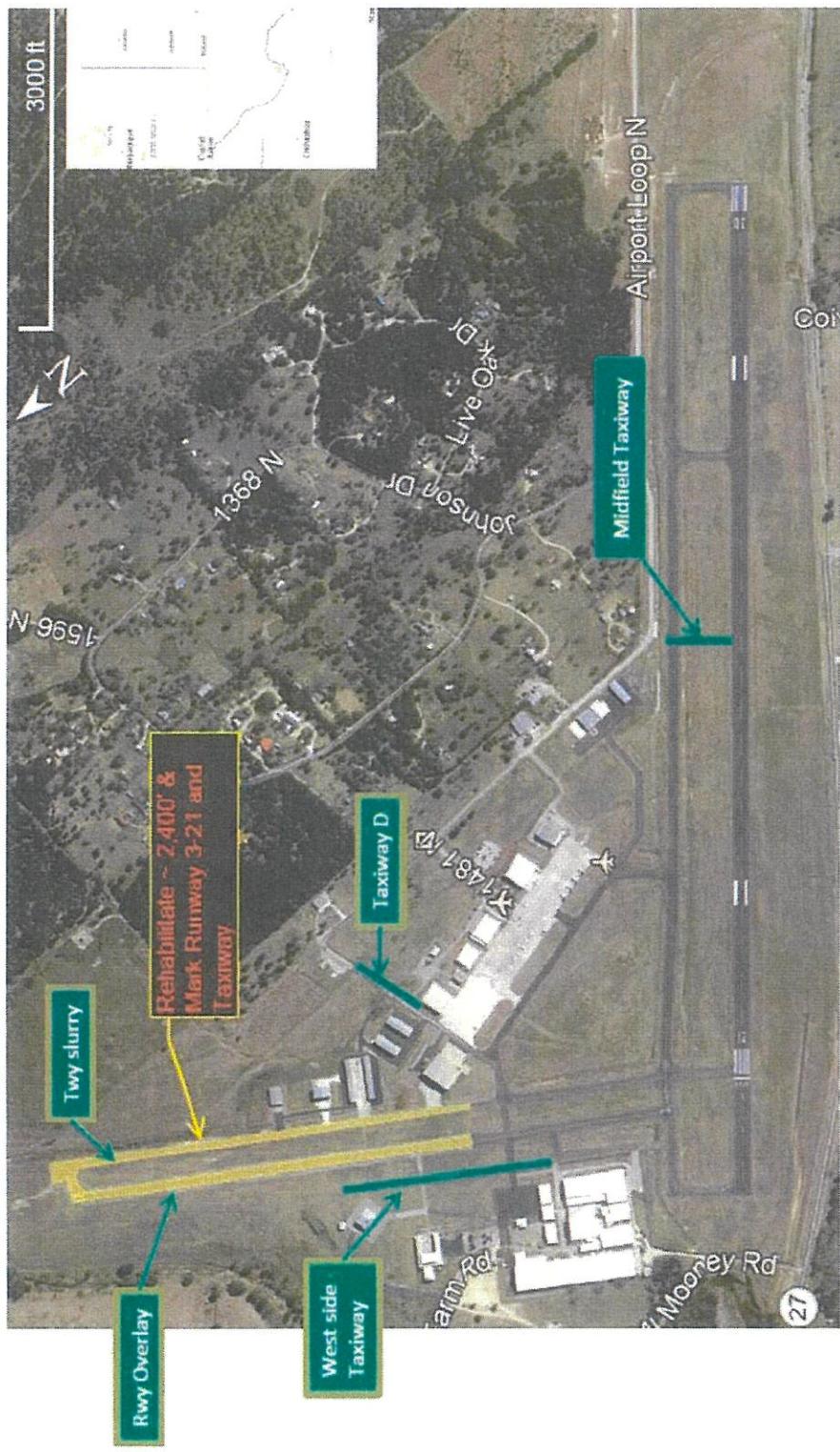
Kerrville-Kerr County Airport Infrastructure Projects- Status Report

Dev Area	Project Name	Description	Funding	Delivery	Comments
Airside	Rwy 12-30 Apron	TxDOT Statewide Pavement Program	TxDOT 90% \$1.6m City/Cnty 10% \$180k	FY 2022	Recurring maintenance Rwy, taxiw and apron
Airside	Midfield taxiway Rwy 12-30	After landing, taxi distance reduced, safer operations	No Funding \$500k	TBD	TBD
3,4	Taxiway D	Reduce grades on Twy D. Remove soil and place new pavement	No Funding \$100k-Grades \$50k- sewer	Qtr 1 2022	Less grade, better for larger aircraft Benefits Box hangars both Dev Area 3 and 4. Extend sewer to Area 4
5	03-21 Crosswind Runway 2" Overlay Rwy; Slurry Twy F	Rwy in fair condition, Funding to to self maintain	No Funding Rwy Overlay \$350k Twy Slurry \$100k	TBD	No funding from TxDOT Costs based on using local contractors No increase in bearing strengths.
5	New Taxiway Westside	Taxiway to provide safe aircraft ops on west side	No Funding \$1.7m; can be phased	TBD	Safe access to rwy preferred at intersections, extend taxiway from Mooney north towards Paint Hangar
5	Wastewater extensions	Extend to Horseshoe	TBD	TBD	Horseshoe area not tied into City System
		10/27/2020 14:13	.		

Airport Infrastructure Projects- TxDOT



Airport Infrastructure Projects



AIRPORT BOARD AGENDA ITEM 4G 2**MEETING DATE: OCTOBER 28, 2020****UPDATE ON JULY 30, 2020 WIND STORM DAMAGE AND REPAIRS****Repair Items**

	Costs	Vendor	Paid	Work complete?
Brinkman Hangar				
North Hangar Door				
a. Cost to re-install existing door	\$ 4,322	Alamo Door	yes	yes
b. Cost to replace north door system	\$ 168,325	Alamo Door	no	no
c. Connect electrical to door openers	\$ 500	Priour Elect	yes	yes
Reinstall and replace roof insulation		Airport	no	yes
Repair roof for damage	\$ 250	Cypress	yes	yes
Metal to cover hangar door opening	\$ 136	MG Building Ma	yes	yes
Security for Hangar	\$ 480	Juarez	yes	yes
Wood Fence along Al Mooney Road				
Repair fence and lighting				
a. Cost to fix hole in fence	\$ 650	Secor	yes	yes
b. Cost to repair broken fence (460 LF)	\$ 41,980	Secor	no	no
c. Repair electrical to red obstruc lights	\$ 1,200	Priour	no	no
Other Items				
a. Damage to Runway Lighting	\$ 739	F&W	yes	yes
Total	\$ 218,581			
Claim Approval	\$ 132,151			

RFQ FOR HANGAR DOORS PREPARED

Posted in Kerr Daily Times, Airport website, CivCast plan room

Interest from six firms

Received submittals from three respondents

Reviewing Qualifications packages now