

**AGENDA
REGULAR MEETING OF THE
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
MAY 26, 2021 8:30 A.M.
HAPPY STATE BANK EXPO HALL
HILL COUNTRY YOUTH EVENT CENTER
KERRVILLE, TEXAS 78028**

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 April 28, 2021 Board Meeting Minutes

4. DISCUSSION AND POSSIBLE ACTION

4A. Monthly Financials, April - James Robles -

4B. Monthly Update for Kerrville Aviation – Joe Kennedy

4C. Selection of Vice President – Mark Mosier

4D. City County Annual meeting date - June 16, 2021, 1:30 pm at the Dietert Center

4E. Interlocal Agreement

4F. Update on Property Insurance Claims – Mary Rohrer

1. Brinkman Hangar Doors – 2020 Wind Claim
2. Terminal Building- 2021 Snow Claim

4G. General airport update – Mary Rohrer

1. TxDOT Row Hangar Update
2. Airport site work for box hangars
3. Mid – Year Financial Review
4. Administration Tasks

4H. Jim Mans Appreciation of Service

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.

Deputy County Clerk, Kerr County, Texas

EXHIBIT 3A

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, April 28, 2021 at 8:30 AM

Kerrville City Hall Chambers

701 Main Street

Kerrville, Texas 78028

MEMBERS PRESENT:

Mark Mosier, President

Jim Mans, Vice President

Trey Atkission

Stephen Schmerbeck

MEMBERS ABSENT

Scott Schellhase

AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

Carole Dungan, Executive Assistant

VISITORS:

Commissioner Tom Moser

Commissioner Jonathan Letz

Councilperson Judy Eychner

Deputy City Manager E.A. Hoppe

James Robles, County Auditor Department

Joe Kennedy, Kerrville Aviation

John Major

I-N-D-E-X

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3.	CONSENT AGENDA	3
	3 A. Approval of the Board Minutes for March 24, 2021 Meeting Minutes	3
4.	DISCUSSION AND POSSIBLE ACTION	
	4A. Monthly Financials, February and March – James Robles	3
	4B. Monthly Update for Kerrville Aviation – Joe Kennedy	3
	4C. Interlocal Agreement Update – Mark Mosier	3
	4D. Update on Insurance Claims –	
	1. Brinkman Doors - 2020 Wind Claim	
	2. Terminal Building – 2021 Snow Storm	3
	4E. Flying' Diesel Race	
	1. Approve donation to Kerrville Public School Foundation	3
	2. Race Wars, schedule for next race	
	4F. Strategic Planning Update from Champions	3
	A. Economic Development – Mark	
	B. Infrastructure and Financing – Jim and Scott	
	C. Service Level – Stephen and Trey	
	D. Promotion – Trey and Stephen	
	4G. General Updates – Mary Rohrer	
	1. TxDOT Row Hangar Update	3
	2. Airport site work for box hangars	
	3. Administration tasks	3
5.	<u>EXECUTIVE SESSION</u>	3
	The Kerrville – Ker 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 (deliberations regarding gifts), 551.074 (personnel matters), 551.075, 551.076 (deliberations regarding security devices) or 551.087 (deliberations regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas	
	5A. Discussion of Personnel matters 551.074 (personnel matters)	

CALL TO ORDER

1. VISITORS FORUM:

None

2. KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM:

Mark Mosier, President of the Joint Airport Board asked those Board Members that are interested in the position of Vice President please let him know before the next board meeting as elections will be held then. He also made the board aware there was an incident on the field whereby a person was spotlighting the Air Life helicopter crew while they were in flight. This is a very serious situation and a police report has been made. He reported to the board that a plane had experience a tire blowout on the long runway over the weekend and the runway was closed for most of the day.

3. CONSENT AGENDA

3 A. The Board approved the minutes for the March 24, 2021 meeting with a vote of 4-0. (Exhibit 3A)

4. DISCUSSION AND POSSIBLE ACTION

4A. James Robles review the financials for February and March with the board. The board vote 4-0 to accept the financial reports. (See Exhibit 4 A)

4B. Joe Kennedy gave an update on the status of Kerrville Aviation

4C. After discussion of 4 points (Contracts, Fair Market Value for rentals, Insurance coverage for the Board Members and Board Term limits) of the Interlocal Agreement the issue was tabled and Insurance Coverage will be on the agenda for the May meeting.

4D. Mary gave an update on the Insurance Claims for the Brinkman Doors and the Terminal Building (see exhibit 4D). No action needed.

4E. The Next "Airport Race Wars" been tentatively set for October 23 with a rain and alternate date selected if the weather is suitable on the first date. The Board also voted 4-0 to give a donation to the Kerrville Public School Foundation in the amount of \$2000.00 with the request that it goes the aviation and automotive programs at the high school. No further action needed

4F. Strategic Planning Champion Reports -- no action needed

1. Economic Development -- Mark
2. Infrastructure and Financing -- Scott and Jim
3. Service Level -- Stephen and Trey
4. Promotion -- Trey and Stephen

4G. Airport Manager Reports -- Mary Rohrer

Mary gave the board an update on the status of the Row Hangar project, the airport site work for box hangars and administrative tasks. No action needed

5. Executive Session

5A. The Board went into executive session at 10:37 am and came out of Executive session at 10:54 and voted 4-0 to accept the amended FY 2021-2022 Joint Airport Budget pertaining to personnel matters.

6. The Meeting adjourned at 10:55 am.

Kerrville-Kerr County Airport Financial Statements

KERRVILLE AIRPORT



For the Month of April, 2021

47 -Airport

ACCOUNT#	TITLE	
ASSETS		
47-103-100	NOW ACCOUNT	864,382.81
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	27,724.00
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	0.00
47-103-850	PREPAID EXPENSE	0.00
		<u>892,106.81</u>
TOTAL ASSETS		892,106.81
LIABILITIES		
47-202-000	ACCOUNTS PAYABLE	0.00
47-202-050	UNEARNED REV LAND LEASES	5,373.97
47-202-055	UNEARNED REV T-HANGERS	300.00
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
47-202-075	UNEARNED PARKING LOT LEASES	0.00
47-202-080	UNEARNED INSURANCE PROCEEDS	0.00
47-202-100	ACCRUED COMPENSATION	5,270.38
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	(2,995.15)
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	231.62
47-207-202	DUE TO GROUP INSURANCE	0.00
47-207-203	DUE TO RETIREMENT	212.65
47-207-204	DUE TO FED W/H	276.98
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

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KERRVILLE-KERR COUNTY AIRPORT

BALANCE SHEET

AS OF: APRIL 30TH, 2021

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47 -Airport

ACCOUNT#	TITLE		
47-207-505	DUE TO MUTUAL OF OMAHA VA	7.07	
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	6.75	
47-207-513	DENTAL SELECT	0.00	
47-207-514	VISION	3.06	
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	2.14	
47-207-522	LONG-TERM DISAB MUT. OF OMAHA	22.32	
	TOTAL LIABILITIES		28,021.79
EQUITY			
47-271-000	UNRESERVED FUND BALANCE	592,548.40	
47-271-110	COMMITTED FUTURE CONSTRUCTION	0.00	
47-271-111	PRIOR PER RESERVE FOR DEPOSITS	0.00	
	TOTAL BEGINNING EQUITY	592,548.40	
	TOTAL REVENUE	520,817.58	
	TOTAL EXPENSES	249,280.96	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	271,536.62	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		864,085.02
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		892,106.81

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF REVENUES - BUDGET VS. ACTUAL
AS OF: APRIL 30TH, 2021

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	27,724	0.00	27,724.00	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	27,724	0.00	27,724.00	0.00	0.00	0.00
<u>LEASE/RENTAL INCOME</u>							
47-325-301 LAND ONLY LEASES	40,200	40,200	2,473.78	21,912.63	106,748.12	18,287.37	45.49
47-325-401 LAND & STRUCTURE LEASES	142,000	142,000	11,827.87	82,844.81	0.00	59,155.19	41.66
47-325-601 BRINKMAN HANGER & OFFICE LE	97,000	97,000	6,292.92	58,933.51	59,006.53	38,066.49	39.24
47-325-602 TERMINAL LEASES	13,000	13,000	2,088.94	10,649.39	9,122.95	2,350.61	18.08
47-325-603 T-HANGAR LEASE	126,000	126,000	12,350.00	91,375.00	90,625.00	34,625.00	27.48
47-325-604 VEHICLE RENT SURCHARGE	3,000	3,000	354.61	1,596.15	1,196.68	1,403.85	46.80
47-325-605 STORAGE RENTAL	1,300	1,300	220.00	1,155.00	1,770.00	145.00	11.15
47-325-625 PARKING LOT LEASES	5,000	5,000	0.00	3,417.50	3,550.00	1,582.50	31.65
TOTAL LEASE/RENTAL INCOME	427,500	427,500	37,608.12	271,883.99	272,019.28	155,616.01	36.40
<u>FUEL SALES-AVIATION</u>							
47-350-601 FUEL FLOW FEES	20,000	20,000	4,742.28	21,562.11	21,423.15	1,562.11	7.81
47-350-602 OTHER	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL FUEL SALES-AVIATION	20,000	20,000	4,742.28	21,562.11	21,423.15	1,562.11	7.81
<u>PROCEEDS</u>							
47-370-260 SURPLUS PROPERTY SALE	0	0	0.00	0.00	0.00	0.00	0.00
47-370-975 INSURANCE PROCEEDS	0	199,636	0.00	199,636.04	0.00	0.00	0.00
47-370-980 APPROPRIATED FUND BALANCE	0	400,000	0.00	0.00	0.00	400,000.00	100.00
TOTAL PROCEEDS	0	599,636	0.00	199,636.04	0.00	400,000.00	66.71
<u>MISCELLANEOUS</u>							
47-375-601 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>INTEREST INCOME</u>							
47-380-601 INTEREST INCOME	0	0	2.10	11.44	280.48	11.44	0.00
TOTAL INTEREST INCOME	0	0	2.10	11.44	280.48	11.44	0.00
TOTAL REVENUES	447,500	1,074,860	42,352.50	520,817.58	293,722.91	554,042.46	51.55

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
 AS OF: APRIL 30TH, 2021

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
<u>SALARIES AND BENEFITS</u>							
47-700-100 TENTATIVE BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00
47-700-101 Airport Manager	88,400	88,400	7,480.00	51,673.13	50,172.92	36,716.87	41.55
47-700-102 EXECUTIVE ASSISTANT PART TI	31,162	31,162	2,637.18	18,222.22	16,823.71	12,939.78	41.52
47-700-104 Airport Maintenance Staff	38,400	38,400	3,249.22	22,665.17	21,780.97	15,734.83	40.98
47-700-150 ACCRUED COMP TIME	0	0	0.00	0.00	0.00	0.00	0.00
47-700-201 FICA	12,113	12,113	1,391.25	6,828.74	6,308.30	5,284.26	43.62
47-700-202 GROUP INSURANCE	24,000	24,000	2,037.78	12,905.94	9,679.04	11,094.06	46.23
47-700-203 RETIREMENT	21,234	21,234	2,442.42	12,254.78	10,885.48	8,979.22	42.29
47-700-204 WORKMAN'S COMP	1,300	1,300	0.00	915.00	674.00	385.00	29.62
47-700-205 OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00
47-700-206 BASIC LIFE	200	200	15.66	99.18	73.08	100.82	50.41
47-700-207 UNEMPLOYMENT INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES AND BENEFITS	216,809	216,809	19,253.51	125,564.16	116,397.50	91,244.84	42.09
 TOTAL SALARIES & BENEFITS	 216,809	 216,809	 19,253.51	 125,564.16	 116,397.50	 91,244.84	 42.09

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: APRIL 30TH, 2021

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>PERSONNEL</u>							
47-800-008 PROF. DVMT/TRAINING	4,000	4,000	0.00	148.40	3,833.84	3,851.60	96.29
TOTAL PERSONNEL	4,000	4,000	0.00	148.40	3,833.84	3,851.60	96.29
<u>SUPPLIES</u>							
47-800-101 OFFICE SUPPLIFS	2,700	2,700	251.91	1,300.29	1,703.97	1,397.71	51.77
47-800-102 SMALL TOOLS & EQUIP	2,000	2,000	258.69	920.94	859.79	1,079.06	53.95
47-800-104 FUEL & OIL SUPPLIES	3,000	3,000	279.42	867.63	878.34	2,132.37	71.08
47-800-106 JANITORIAL SERVICES	6,000	6,000	664.89	3,855.86	2,586.36	2,144.14	35.74
47-800-110 LANDSCAPING	8,000	8,000	0.00	2,850.00	3,250.00	5,150.00	64.36
47-800-112 WEARING APPAREL	1,000	1,000	22.32	271.01	448.15	728.99	72.90
TOTAL SUPPLIES	22,700	22,700	1,477.23	10,067.73	9,726.61	12,632.27	55.65
<u>MAINTENANCE</u>							
47-800-200 LAND MAINT/MOWING CONTRACT	37,500	37,500	0.00	0.00	15,000.00	37,500.00	100.00
47-800-201 BUILDING & STRUCTURES REPAIR	35,000	62,724	557.08	33,025.32	0.00	29,698.68	47.35
47-800-202 BUILDING & STRUCTURE MAINT.	9,000	9,000	267.17	929.50	11,093.12	8,070.50	89.67
47-800-203 VEHICLE MAINTENANCE	2,500	1,500	77.47	416.44	937.35	1,083.56	72.24
47-800-205 AIRSIDE MAINTENANCE	5,000	5,000	0.00	2,230.89	1,822.20	2,769.11	55.38
47-800-215 2020 WIND DAMAGE REPAIRS IN	0	199,636	5,519.31	18,143.06	129,350.00	181,492.98	90.91
47-800-220 1815 HANGER DOOR REPAIR A.P	0	400,000	0.00	2,867.72	0.00	397,132.28	99.28
47-800-225 2021 WINTER STORM REPAIRS	0	0	148.73	303.73	0.00	303.73	0.00
TOTAL MAINTENANCE	69,000	715,360	6,569.76	57,916.66	158,102.67	657,443.38	91.90
<u>PROFESSIONAL SERVICES</u>							
47-800-302 PROPERTY INSURANCE	15,000	15,000	0.00	9,128.25	8,531.25	5,871.75	39.15
47-800-303 LIABILITY INSURANCE	1,000	1,000	0.00	634.00	646.00	366.00	36.60
47-800-305 EQUIPMENT RENTAL	2,500	2,500	127.19	943.88	1,371.02	1,556.12	62.24
47-800-307 MARKETING	10,000	10,000	26.19	424.69	76.08	9,575.31	95.75
47-800-311 LEGAL SERVICES	6,000	6,000	350.00	500.00	3,575.00	5,500.00	91.67
47-800-312 PROFESSIONAL SERVICES	15,000	15,000	8,200.00	8,200.00	16,579.83	6,800.00	45.33
TOTAL PROFESSIONAL SERVICES	49,500	49,500	8,703.38	19,830.82	30,779.18	29,669.18	59.94
<u>UTILITIES</u>							
47-800-401 Phone Service - Cell	1,500	1,500	110.69	647.54	610.55	852.46	56.83
47-800-404 WATER & SEWER	2,200	2,200	1,393.25	2,143.78	862.98	56.22	2.56
47-800-406 LIGHT AND POWER	15,000	15,000	1,267.09	9,236.49	9,928.53	5,763.51	38.42
47-800-503 DUES AND SUBSCRIPTION	1,000	1,000	0.00	0.00	162.50	1,000.00	100.00
TOTAL UTILITIES	19,700	19,700	2,771.03	12,027.81	11,564.56	7,672.19	38.95
<u>CAPITAL</u>							
47-800-508 RESERVE FOR CAPITAL	25,000	25,000	23,977.99	24,211.99	0.00	788.01	3.15
TOTAL CAPITAL	25,000	25,000	23,977.99	24,211.99	0.00	788.01	3.15

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
 AS OF: APRIL 30TH, 2021

47 -Airport
 AIRPORT

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
CONTINGENCY							
47-800-512 CONTINGENCY	3,791	3,791	0.00	(1,859.50)	3,900.00	5,650.50	149.05
TOTAL CONTINGENCY	3,791	3,791	0.00	(1,859.50)	3,900.00	5,650.50	149.05
TOTAL AIRPORT	213,691	840,051	43,499.39	122,343.91	217,406.86	717,707.13	85.44

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
 AS OF: APRIL 30TH, 2021

47 -Airport
 TERMINAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP. + ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<u>UTILITIES</u>							
47-801-300 FIRE ALARM MONITORING	1,000	3,500	295.83	1,604.32	606.80	1,895.68	54.16
47-801-301 LIGHT & POWER	9,000	9,000	378.88	2,766.69	3,368.61	6,233.31	69.26
47-801-302 PROPANE GAS	4,000	2,500	0.00	2,316.42	2,089.56	183.58	7.34
47-801-303 WATER & SEWER	3,000	3,000	132.86	1,367.83	1,162.42	1,632.17	54.41
TOTAL UTILITIES	17,000	18,000	807.57	8,055.26	7,227.41	9,944.74	55.25
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TOTAL TERMINAL	17,000	18,000	807.57	8,055.26	7,227.41	9,944.74	55.25
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TOTAL EXPENDITURES	447,500	1,074,860	63,560.47	255,963.33	341,531.77	818,896.71	76.19
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REVENUE OVER/(UNDER) EXPENDITURES	0	0 (21,207.97)	264,854.25 (47,808.86)	(264,854.25)	0.00

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KERRVILLE-KERR COUNTY AIRPORT
BALANCE SHEET
AS OF: APRIL 30TH, 2021

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48 -AIRPORT CAPITAL

ACCOUNT#	TITLE		
ASSETS			
=====			
48-103-100	NON ACCOUNT	27,936.01	
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>27,936.01</u>	
TOTAL ASSETS			27,936.01
=====			
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		<u>0.00</u>
EQUITY			
=====			
48-271-000	UNRESERVED FUND BALANCE	39,771.81	
48-271-001	PRIOR PERIOD ADJUSTMENT	0.00	
	TOTAL BEGINNING EQUITY	<u>39,771.81</u>	
TOTAL REVENUE		124,238.38	
TOTAL EXPENSES		<u>136,074.18</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		(11,835.80)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>27,936.01</u>	
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			27,936.01

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF REVENUES - BUDGET VS. ACTUAL
 AS OF: APRIL 30TH, 2021

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	0.00	28,238.00	0.00	21,762.00	43.52
48-350-200 TX DOT REIMB T-HANGARS	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL REIMBURSEMENTS	50,000	50,000	0.00	28,238.00	0.00	21,762.00	43.52
<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	510,058	0.00	23,000.00	0.00	487,058.00	95.49
48-351-103 KERRVILLE CITY PROJECT MATC	510,058	510,058	0.00	23,000.00	5,622.00	487,058.00	95.49
TOTAL INTERGOVERNMENTAL REV	560,058	1,070,116	0.00	96,000.00	55,622.00	974,116.00	91.03
<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
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	0.10	0.38	30.34	0.38	0.00
TOTAL OTHER REVENUE	0	0	0.10	0.38	30.34	0.38	0.00
<u>TRANSFERS IN</u>							
48-390-610 TRANSFER IN	510,058	0	0.00	0.00	5,622.00	0.00	0.00
TOTAL TRANSFERS IN	510,058	0	0.00	0.00	5,622.00	0.00	0.00
TOTAL REVENUES	1,120,116	1,120,116	0.10	124,238.38	61,274.34	995,877.62	88.91

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: APRIL 30TH, 2021

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	36,165.00	62,783.00	53,276.00	37,217.00	37.22
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	0	0	0.00	0.00	0.00	0.00	0.00
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	530,466	530,466	0.00	46,000.00	14,734.00	484,466.00	91.33
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	289,650	289,650	0.00	14,907.00	10,350.00	274,743.00	94.85
48-600-116 MAINTENANCE BLDG RENOVATION	22,956	22,956	0.00	18,316.18	0.00	4,639.82	20.21
48-600-120 MOONEY ROOF PROJECT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL AIRPORT CAPITAL	1,143,072	1,143,072	36,165.00	142,006.18	78,360.00	1,001,065.82	87.58
<hr/>							
TOTAL Capital Outlay	1,143,072	1,143,072	36,165.00	142,006.18	78,360.00	1,001,065.82	87.58
<hr/>							
TOTAL EXPENDITURES	1,143,072	1,143,072	36,165.00	142,006.18	78,360.00	1,001,065.82	87.58
<hr/>							
REVENUE OVER/(UNDER) EXPENDITURES	(22,956)	(22,956)	(36,164.90)	(17,767.80)	(17,085.66)	(5,188.20)	22.60

Apr-21

	Month		YTD		Year Ended		Trailing		2021	
	Current	Prior Year	Delta	Current	Prior	Delta	9/30/2020	12 months	Budget	Delta
Revenues										
Land Leases	2,474		2,474	21,913	-	21,913	-	21,913	40,200	(18,287)
Land & Structure Leases	11,828	4,429	7,399	82,845	106,748	(23,903)	187,773	163,870	142,000	21,870
Brinkman	8,293	8,803	(510)	58,934	59,007	(73)	98,814	98,741	97,000	1,741
Terminal	2,089	953	1,136	10,649	9,223	1,426	15,252	16,679	13,000	3,679
T Hangar	12,350	11,800	550	91,375	90,625	750	123,614	124,364	126,000	(1,636)
Vehicle Rent	355	100	255	1,596	1,297	299	2,827	3,126	3,000	126
Storage Rent	220	110	110	1,155	1,770	(615)	2,595	1,980	1,300	680
Parking Lot Leases	-	-	-	3,418	3,350	68	4,659	4,727	5,000	(273)
Total Leases/Rental	37,608	26,195	11,414	271,884	272,019	(135)	435,535	435,399	427,500	7,899
Fuel Flow Fee	4,742	671	4,071	21,562	21,423	139	40,061	40,199	20,000	20,199
Miscellaneous	-	-	-	199,366	-	199,366	132,155	331,521	-	331,521
Interest Income	2	6	(4)	11	280	(269)	286	17	-	17
Total Revenues	42,353	26,872	15,480	492,824	293,723	199,101	608,037	807,138	447,500	359,638
Expenditures										
Airport Manager	7,480	6,735	(745)	51,673	50,173	(1,500)	88,230	89,731	88,400	(1,331)
Exec. Asst.	2,637	2,451	(186)	18,222	16,824	(1,399)	27,369	28,767	31,162	2,395
Maintenance Staff	3,249	2,924	(326)	22,665	21,781	(884)	38,577	39,461	38,400	(1,061)
FICA	1,391	923	(468)	6,829	6,308	(520)	11,757	12,277	12,113	(164)
Group Ins.	2,038	1,383	(655)	12,906	9,679	(3,227)	17,248	20,475	24,000	3,525
Retirement	2,442	1,624	(819)	12,255	10,885	(1,369)	20,212	21,581	21,234	(347)
Wcomp	-	-	-	915	674	(241)	1,602	1,843	1,300	(543)
Other	16	10	(5)	99	73	(26)	131	157	200	43
Total Salaries & Wages	19,254	16,050	(3,204)	125,564	116,398	(9,167)	205,125	214,292	216,809	2,517
Professional Develop.	-	-	-	148	3,834	3,685	3,247	(439)	4,000	4,439
Supplies	1,477	587	9,727	10,068	9,727	(341)	16,114	16,455	22,700	6,245
Mowing Contract	-	7,500	7,500	-	15,000	15,000	37,500	22,500	37,500	15,000
Maintenance	902	11,151	10,250	36,602	13,853	(22,749)	33,750	56,499	51,500	(4,999)
Storm Damage Repairs	5,668	44,250	38,582	21,315	129,250	107,935	150,655	42,719	-	(42,719)
Professional Services	8,550	8,580	30	8,700	20,155	11,455	21,991	10,536	21,000	10,464
Other	153	185	32	11,131	10,624	(506)	15,520	16,027	28,500	12,473
Utilities	2,771	1,591	(1,180)	12,028	11,565	(463)	21,139	21,602	19,700	(1,902)
Utilities - Terminal	808	711	(96)	8,055	7,227	(828)	14,455	15,283	17,000	1,717
Contingency	-	-	-	(1,859)	3,900	5,759	14,502	8,743	3,791	(4,952)
Other Operating Costs	20,329	74,556	64,844	106,188	225,134	118,947	328,872	209,926	205,691	(4,235)
Net Operating	2,770	(63,733)	66,503	261,072	(47,809)	308,881	74,040	382,920	25,000	357,920
Capital Items	23,978	-	(23,978)	24,212	-	(24,212)	-	24,212	25,000	788
Intergovernmental - Cares	-	-	-	27,724	-	27,724	-	27,724	-	27,724
Net Operating Results	(21,208)	(63,733)	42,525	264,584	(47,809)	312,393	74,040	386,432	-	386,432
Operating cash	664,383	60,834	603,549							
Net OP B4 Misc, Storm & Cares	8,438	(19,483)	27,921	83,020	81,441	1,579	92,539	94,118	25,000	69,118

AIRPORT BOARD AGENDA ITEM 4E

MEETING DATE: May 26, 2021

FROM: Mary Rohrer
SUBJECT: Approved Interlocal Agreement



Kerr County Commissioners court approved on May 24, 2021

Kerrville City Council approved on May 25, 2021

**RESTATED INTERLOCAL AGREEMENT FOR THE
CONTINUED EXISTENCE OF A
JOINT AIRPORT BOARD TO PROVIDE MANAGEMENT
OF KERRVILLE/KERR COUNTY AIRPORT**

This amended and restated Joint Action Agreement ("Agreement"), pursuant to Chapter 22 of the Texas Transportation Code ("Code"), is entered into between Kerr County, Texas, acting through its Commissioners Court ("County"); and the City of Kerrville, Texas, acting through its City Council ("City"); and also referred to individually as "Party", or collectively as "Parties", on the Effective Date, as designated below.

WHEREAS, County and City jointly own the real property upon which is located the Kerrville/Kerr County Airport, sometimes referred to as Louis Schreiner Field ("Airport"); and,

WHEREAS, County and City find that it is in the best interests of the citizens of County and City for the Airport to continue to be managed by a Joint Airport Board pursuant to the Code; and

WHEREAS, County and City are desirous of the continuous operation of the Airport in an effective manner;

NOW, THEREFORE, in consideration of these promises, covenants, and agreements, the Parties agree as follows:

1. **Duration of Agreement**: This Agreement is effective as of the Effective Date and remains in effect for ten (10) years from that date (specific date to be noted by Parties) or until terminated as described in Section 8 below. Pursuant to adoption of this Agreement, the previous agreement between the Parties, dated August 22, 2016, is hereby terminated.
2. **Proportionate Interest in Airport Property**: Each Party owns an equal, undivided interest in the real property as depicted in **Exhibit A**, along with all structures, fixtures, and other assets purchased or otherwise acquired by the Airport Board.
3. **Joint Airport Board**: The Parties affirm the creation and continued existence of the Joint Airport Board ("Board"). The Board shall consist and operate as follows:
 - (a) **Membership**. The Board shall be comprised of five members. The approval by each Party is required to constitute an appointment to the Board.
 - (b) **Period of Service**. Each Board member is eligible to serve a five (5) year term. Each member may continue to serve in this capacity until their successor is appointed and is duly qualified. No member may serve more than one (1) full term on the Board without having at least one (1) full year off the Board between terms. Service for a full term will

be considered to have occurred when a member serves more than 3/5th of any five (5) year term (*i.e.*, 36 months).

In an effort to increase efficiency and promote good governance through continuity of the Board, the positions of the Board are staggered. This will be initially accomplished as follows and as shown on **Exhibit B**:

- 1) **Place 1** – Period of service to expire May 31, 2023;
- 2) **Place 2** –Period of service to expire May 31, 2024;
- 3) **Place 3** –Period of service to expire May 31, 2025;
- 4) **Place 4** – Period of service to expire May 31, 2021;
- 5) **Place 5** –Period of service to expire May 31, 2022;

Upon the death of any member or should any member resign or for any reason become unable to serve, a replacement to fill the vacancy for the unexpired term shall be appointed in the same manner as provided below.

(c) Appointment. The process for appointment by action of each Party shall be as designated below:

- 1) The Board shall recommend persons to the County and City for consideration of appointment. The Board shall submit the names of such persons to each Party at least 60 days prior to the end of the particular place's term. In the event that a candidate recommended by the Board is not appointed by either Party, the Board shall recommend an alternative candidate. In the event that this second candidate is not appointed by either Party, the Board shall select another candidate who will be automatically appointed to the Board without the approval of the Parties.
- 2) It is deemed desirable that all Board members possess and will contribute a balance of expertise in business, financial, aviation, or management training and experience. Appointments shall be made on or before June 1 of each year.
- 3) Replacement of members shall be in the same manner and under the same qualification as described above.
- 4) A Board member has no vested right or property interest in his/her membership. Any Board member may be removed by a majority vote of each Party, for any reason. In addition, the Board may recommend to the County and City that a Board member be removed.
- 5) If a Board member is appointed as a replacement for a vacated position, such member shall be eligible for appointment to a full term, but only if their service for

the replacement term was less than 3/5th the time of a five (5) year term (*i.e.*, 36 months).

(d) Oath. Following appointment, each Board member shall qualify for office by taking the required oath of office before the County Judge.

(e) Officers. The Board shall appoint a President and Vice President who shall be selected from the Board's membership. The term for the President shall be for two years.

(f) Compensation. Service on the Board is without compensation. However, each Board member is entitled to reimbursement for necessary expenses incurred in the performance of his/her duties as a Board member, pursuant to a written Board policy.

(g) Authority, Powers, and Duties. The Board shall have the following authority, powers and duties:

- 1) The Board may exercise on behalf of the Parties any power possessed by either Party and those specifically provided by the Kerrville/Kerr County Airport Code ("Airport Code") dated June 27, 2018 as exists and may be amended from time to time, including the power to lease property and facilities, and to buy and sell goods as an incident to the operation of the Airport.
- 2) The Board is not authorized to impose a property tax, sell bonds, or otherwise enter into other debt instruments, dispose of Airport property, or exercise the power of eminent domain without the prior written consent of each Party.
- 3) The Board, following the prior written consent of each Party, has the authority to apply for and to execute grant funding agreements.
- 4) The Board may improve, equip, maintain, operate, manage, regulate, and protect the Airport.
- 5) The Board may realign, alter, acquire, abandon, or close a portion of a roadway or alleyway without a showing of paramount importance if the portions to be realigned, altered, abandoned, or closed are in the geographical boundaries of the Airport at the time of or after the realignment, alteration, acquisition, abandonment, or closing.
- 6) The Board shall have the responsibility and be in charge of the property, improvements, and other assets of the Airport and shall be in charge of the disbursement of Airport funds for Airport purposes, and pursuant to the approved Board Budget. The Board shall also cause records to be kept of any and all revenues and disbursements.
- 7) The Board shall maintain two funds for accounting purposes. One fund will consist of all accounts and transactions relative to Airport operations and the other fund will

consist of all capital items relative to the Airport. The Board shall adopt Financial Management Policies, which it shall then periodically review.

- 8) The Board shall have an audit of the financial affairs of the Board and its operation of the Airport conducted each year by an independent accountant and shall furnish the audit to each Party no later than February 28 of each year.
- 9) The Board shall ensure that records regarding the operation of the Airport including the minutes of the Board meetings, are maintained, retained, and made available for public review in accordance with the Texas Public Information Act. Records shall be maintained at the Airport.
- 10) The Board shall hire and employ an Airport Manager ("Manager") and such other employees as are necessary for the operation of the Airport. The Board shall develop a written job description for the Manager and shall review Manager's performance annually.
- 11) The Board, through its Manager and any other employees, shall be responsible for the day-to-day management of the Airport. The Board is authorized to enter into contracts with other public or private entities, where funding has been approved through the annual budget process. However, where any such contract exceeds \$75,000.00, both Parties must approve the contract to include contracts for professional services, such as planning, engineering, and architectural services. The Board shall comply with state procurement laws.
- 12) The Board may adopt resolutions, rules, and orders for the operation of the Airport. The Board shall comply with the Airport Code and other federal, state laws and local laws in all respects, including those laws regarding governmental purchasing applicable to the Board.
- 13) The Board may lease Airport property and may adopt fees and rental rates with respect to the use of Airport services or use of Airport property. Revenues for such fees and rates shall be included within the Board Budget. The Board is prohibited from giving, leasing, or otherwise allowing the use of any part of the Airport that would violate Art. III, §52(a) of the Texas Constitution, which prohibits the gratuitous donation of public money or anything of value in aid of an individual, association, or corporation.
- 14) The Parties acknowledge that the Airport property is within the City's limits and is subject to the City's regulations and that land adjacent to the Airport but outside of the City limits is subject to the adoption, administration, and enforcement by the County. The Board shall use its best efforts to monitor and consider appropriate zoning for the Airport and the immediately surrounding areas whose use may impact Airport operations.

- 15) The Board adopts Kerr County policies and procedures for the purchase of goods and services and for the accounting of the Airport's finances, each in accordance with state law.
- 16) The Board, with input from the Parties, shall, from time to time, verify that the Airport, its operations, and the Board are all adequately insured, to include its employees, contractors, subcontractors, property, and any other relevant interests against liability or loss arising from its operation of the Airport for damages to the person or property of others, worker's compensation, director's and officers' liability and employees' liability. Based upon such analysis, the County shall procure insurance, to include liability insurance and property insurance. The Board shall include the cost of such coverage within the Board Budget as an operation expense.
- (h) Meetings. The Board shall meet on dates and times as agreed upon by the Board, which schedule may be changed from time to time; however in no event shall the Board meet less frequently than once per calendar quarter. The President of the Board or any two Board members shall have the authority to call a meeting. All such meetings of the Board shall be held in accordance with the Texas Open Meetings Act and three members of the Board shall constitute a quorum of the Board. The Board shall make its own rules of order, by-laws, set the time and place for regular meetings, and shall keep minutes of its meetings.
- (i) Fiscal year. The Board shall observe a fiscal year that begins each October 1 and ends September 30.
- (j) Litigation. The Board shall not enter into litigation of any kind without prior approval from both Parties. However, the Board may provide an appropriate response to a lawsuit or claim filed against it in an effort to protect its rights and defenses prior to any approval from both Parties.
- 4. Board Budget:** The Board is responsible for the operations and needs of the Airport and shall develop a budget for Airport operations ("Board Budget") to be approved by both Parties. The Board Budget shall consist of revenues and expenses related to maintenance and operations. In addition, the Board shall include as an addendum to the Board Budget a description and discussion of, at a minimum, proposed capital improvements looking forward 5 years. The Board shall submit and present the Board Budget to the County and the City for approval. Should either Party not approve the Board Budget, the previous year's Board Budget shall be automatically adopted for the upcoming year.
- (a) Submission Required: The Board shall submit the Board Budget to both Parties not later than June 1 of each year for Parties' consideration no later than September 30 of each year. Prior to June 1, the Airport Manager shall coordinate with the appropriate budget personnel of each Party, the City Manager and County Judge or designees, to ensure consistency with funding availability and revenue forecasts.

(b) Content and Format. The Board Budget shall substantially conform to the format and line item content as specified and depicted in **Exhibit C** and in accordance with the following:

1. Where expenses exceed revenues, the Board shall seek contributions from the Parties as provided in Section 5, below.
2. In no case shall contingency funds exceed 10% of the annual amount budgeted for expenses.

(c) Excess Spending. The Board shall not spend nor incur obligations which at any time will exceed the Board Budget approved and adopted by the County and City for that current fiscal year, except for an emergency expenditure, which is declared by the Board President. An "emergency expenditure" is defined as an expenditure necessary for the immediate preservation of the public peace, property, health, or safety. Prior to or immediately following such expenditure, the Board President shall notify the County Judge and Mayor in writing of the declared emergency expenditure.

(d) Movement between Funds. Concerning expenses, the Board is authorized to move budgeted funds between individual line items. However, in no event shall the individual budgeted funds being moved exceed 10% of the total Board Budget for that fiscal year period.

(e) Airport Revenues. The Board shall use revenues generated by operation of the Airport only for Airport purposes.

5. County and City Funding: To assure the objective of the continuation of efficient Airport operations, each Party is obligated to the other Party to contribute funds as follows:

(a) Maintenance and Operations. The County and City shall each fund on a fiscal year basis one-half (1/2) of expenses in excess of revenues.

(b) Capital Improvements. The County and City shall be equally responsible for capital improvements budget. On an annual basis as part of the draft Board Budget review process, both Parties must review proposed capital improvement projects. As such, the Board shall work with the City and County to establish a Capital Fund for Airport economic development purposes, which is different from the capital improvements addendum that the Board is required to submit as part of its budget.

(c) Schedule of Payments. Pursuant to the Board Budget and the amount of each Party's contributions, each Party shall forward no less than 12 equal monthly payments to the Board in the amount of 1/12th of their total contribution on or before the 15th day of each month, or to be paid in one single amount as determined by the Parties, or as needed.

6. Airport Annual Meeting: Annually, the Board shall meet with the Parties to present updates to the Airport Strategic Plan, including but not limited to information regarding the operations of the Airport and its finances.

7. Amendment: This Agreement may only be amended by written agreement of the Parties.

8. Termination of Agreement: Either Party may terminate the Agreement for any reason by giving the other Party no less than three hundred and sixty (360) days written notice.

9. Notices: Any notice required or permitted to be given pursuant to this Agreement or under the laws of this state shall be given in writing and may be given via the United States Postal Service, certified mail, or commercial courier service, addressed to the applicable Party at the address set forth below:

City: City of Kerrville
Attention: City Manager
City Hall
701 Main Street
Kerrville, TX 78028

County: County of Kerr
Attention: County Judge
Kerr County Courthouse
700 Main Street
Kerrville, TX 78028

Board: Joint Airport Board
Attention: President
Kerrville/Kerr County Airport
1877 Airport Loop Road
Kerrville, TX 78028

10. Governing Law and Venue: This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any cause of action shall be in a court of competent jurisdiction in Kerr County, Texas.

11. Severability: If any provision of this Agreement is invalid or unenforceable, this Agreement shall be considered severable as to such provision, and the remainder of this Agreement shall remain valid and binding as though such invalid or unenforceable provision was not included.

12. Captions: Section headings are inserted herein only as a matter of convenience and for reference, and in no way defines, limits, or describes the scope or intent to any provision.

13. Use of Language: Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held to include the plural, unless the context otherwise requires.

14. Entire Agreement: This Agreement embodies the entire agreement between the Parties, and supersedes all prior agreements and understandings, whether written or oral, and all contemporaneous oral agreements and understandings relating to the subject matter. This Agreement shall not be amended, discharged or extended, except by written instrument executed by the Parties. The Parties agree that no representations or warranties shall be binding upon either Party unless expressed in writing in the Agreement.

15. Multiple Counterparts: This Agreement may be executed in multiple counterparts, each of which constitutes an original.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be legally executed this ____ day of _____, 2021 ("Effective Date").

CITY OF KERRVILLE

COUNTY OF KERR, TEXAS

By: _____
Bill Blackburn, Mayor

By: _____
Rob Kelly, County Judge

ATTEST:

ATTEST:

Shelly McElhannon, City Secretary

Jackie Dowdy, County Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Michael C. Hayes, City Attorney

Heather Stebbins, County Attorney

Place 1	Current Term to expire 5/31/2023	Current Term to expire 5/31/2023	
Place 2	Current Term to expire 5/31/2024	Current Term to expire 5/31/2024	
Place 3	Current Term to expire 5/31/2025	Current Term to expire 5/31/2025	
Place 4	Current Term to expire 5/31/2021	Current Term to expire 5/31/2021	
Place 5	Current Term to expire 5/31/2022	Current Term to expire 5/31/2022	

AIRPORT BOARD AGENDA ITEM 4F 1

MEETING DATE: May 26, 2021

FROM: Mary Rohrer
SUBJECT: Property Insurance Claims
1. Brinkman Hangar Doors



Below is a summary of the two property damage repairs for the July 2020 windstorm and the February 2021 Snow storm.

1. July 2020 Windstorm – Hangar Door
 - a. “Line 47-800-215 -2020 Windstorm Repairs Ins”- TAC Storm insurance payments \$199,636 for North Door and paid through April 30 is, \$18,143.
 - b. “Line 47-800-220- Hangar Door Repair A.P.” Self-funded from Airport Fund Balance transfer \$400,000, and paid through April 30 is \$2867.
 - c. Contract signed with JK Bernhard, Total Contract= \$559,287, paid to date= \$15,275
2. Schedule- Attached is JK Bernhard’s construction schedule for replacement of the Brinkman hangar doors.

Big picture:

 - a. Design of hangar door system (rails and headers) was completed last month.
 - i. The proposed system and loading information was then sent to the metal building company, Delta, who designed the existing hangar.
 - ii. Delta is working with JK Bernhard structural engineer to “reverse” engineer the wind and building loads on the existing frame with the proposed door system.
 - iii. These extra engineering steps have delayed the design approvals.
 - iv. Start of construction at the hangar estimated to start in September (3 month delay).
 - b. Replacement of wood fence along Al Mooney Road (Insurance proceeds \$7,231)
 - i. Contract with Secor Fencing, \$41,620
 - ii. Work to begin in July 2021, finished by August 2021
 - iii. Remaining \$34,800 balance funded with CARES

AIRPORT BOARD AGENDA ITEM 4F 2

MEETING DATE: May 26, 2021

FROM: Mary Rohrer
SUBJECT: Property Insurance Claims
2021 Winter Storm Repairs



Below is a summary of the insurance claim and repairs for the February 2021 Snow storm.

1. February 2021 Snow storm claim- Received insurance report on April 30, 2021. Airport part of a larger County- wide claim.

Airport	\$ 41,485.46
Riverstar	\$ 29,505.86
Riverstar Restrooms	\$ 8,508.47
Sheriff's Office	\$ 4,043.65
Juvenile Detention Center	\$ 11,044.55
Baseball fields	\$ 232.46
General conditions	\$ 24,001.75
Total	\$ 118,822.20

2. Line 47-800- 225 2021 Winter Storm Repairs

Airport share of insurance proceeds will be included the May Financials.

A. First phase of repair work began on April 27 for the following areas:

- Break Room, Office 121 (Dave Bryant's office) and Pilot's lounge.
- Pilot's Lounge and Office 121 will be ready to occupy this week.

B. Second Phase of Work- begins in early June- Replace rugs and 2ft of drywall

- Conference Room
- Carole's office/file room, Mary's office and hallway

C. Third Phase- Lobby, electrical room, closets- Drywall and paint

D. Fourth Phase- Women's restroom and Pilot's restroom- Drywall, tile and paint

E. Fifth Phase- Pilot Planning and Kerrville Aviation areas- TBD

AIRPORT BOARD AGENDA ITEM 4G 3

MEETING DATE: May 26, 2021

FROM: Mary Rohrer and Carole Dungan
SUBJECT: Mid- Year Budget Review
October 1, 2020 to March 31, 2021 Financial Reports



Below is a synopsis of the revenues and expenditures for the six month period listed above. Attached is a spreadsheet with additional information.

Revenue Review

- Lease and Rental Income for the year is \$234,276 which is more than budget and less than prior year for the same time period was \$248,770.
Fuel Sales- Fuel flowage fees (\$0.09/ gal) for the year are \$16,820 and \$987.00 less than the \$17,807 for the same period last year.
 - Comments: Fuel sales for FY 2021 are tracking with FY 2020 pre-COVID fuel sales
- Proceeds- The airport has received: Insurance in the amount of \$132,155 for FY 2020 for hail damage repairs. These repairs have been completed. The Airport has received \$199,636 ("Year to Date Revenue")for FY 2021 for the Wind Storm in July and the Airport Board has approved the moving of \$400,000 ("Budget Remaining")from the Fund Balance for a total of \$599,636 ("Current Budget").

Expenditures Review

Salaries and Benefits are tracking with budget.

Personnel/Training budget has not been spent to date. Training planned for second half of year- TxDOT conference in August and AAAE meeting in September.

Supplies- includes office supplies, small tools, fuel, janitorial services landscaping at terminal (Spring cleanup pending), and wearing apparel is at 60% of budget remaining.

Maintenance includes mowing contract, building & structure repair, building & structure maintenance, vehicle maintenance, airside maintenance, and insurance repairs from 3 different storms.

- No mowing occurred in the first half of the year
- HVAC in the terminal was replaced

This category is at 92% remaining, with lots of repairs underway in the second half of year. Brinkman door replacement spend is lagging initial schedule.

Professional Services including insurance, equipment rental, marketing, legal services, and professional services has 60% of budget remaining.

Utilities include cell phone services, water & sewer, light and power, and dues and subscription are in line at 50% of budget remaining.

Capital Reserve -funds for used for purchase of a new truck for the airport. The truck has been purchased and waiting for delivery. Remaining funds will be used to have the lights and radio installed on the new truck.

Contingency included \$2000 dollars received from the Race Wars and was be donated to the Kerrville Public School Foundation in April.

Utilities for the Terminal Building including fire alarm monitoring, light and power, propane gas and water and sewer is in line with the budget at 59%.

KERRVILLE - KERR COUNTY AIRPORT
STATEMENT OF REVENUES- BUDGET VS. ACTUAL
AS OF MARCH 31ST, 2021

REVENUES	ORIGINAL	CURRENT	MONTHLY	YEAR TO DATE	PRIOR YEAR	BUDGET	% BUDGET
	BUDGET	BUDGET	REVENUE	REVENUE	YEAR TO DATE	REMAINING	REMAINING
Total Leases/Rental Income	\$ 427,500	\$ 427,500	\$ 34,357	\$ 234,276	\$ 248,770	\$ 193,224	45%
Fuel Sales	\$ 20,000	\$ 20,000	\$ 2,110	\$ 16,820	\$ 17,807	\$ 3,180	16%
Proceeds/Insurance FY 2020 & 2021	\$ -	\$ 599,636	FY 2020 \$ 132,155	Insurance \$ 199,636	\$ -	\$ 400,000	67%
Total Revenues	\$ 447,500	\$ 1,074,860	\$ 168,623	\$ 478,465	\$ 266,851	\$ 596,395	55%
EXPENDITURES							
Total Salaries and Benefits	\$ 216,809	\$ 216,809	\$ 19,218	\$ 106,311	\$ 100,348	\$ 110,498	51%
Personnel	\$ 4,000	\$ 4,000	\$ -	\$ 148	\$ 3,834	\$ 3,852	96%
Supplies	\$ 22,700	\$ 22,700	\$ 1,094	\$ 8,939	\$ 9,140	\$ 13,761	60%
Maintenance	\$ 89,000	\$ 715,360	\$ 30,777	\$ 51,277	\$ 105,854	\$ 664,084	93%
Professional Services	\$ 49,500	\$ 49,500	\$ 361	\$ 19,327	\$ 22,014	\$ 30,173	61%
Utilities	\$ 19,700	\$ 19,700	\$ 1,928	\$ 9,313	\$ 9,973	\$ 10,387	53%
Reserve for Capital	\$ 25,000	\$ 25,000	\$ -	\$ 23,648	\$ -	\$ 1,352	5%

AIRPORT BOARD AGENDA ITEM 4G4

MEETING DATE: May 26, 2021

FROM: Mary Rohrer
SUBJECT: **Kerrville FAR Part 77 Imaginary Surfaces Discussion**



Link to Kerrville Airport Website:

<https://www.kerrvilletx.gov/DocumentCenter/View/37388/FAA-Construction-or-Alteration-Notice>

Other useful links:

FAR Part 77 surfaces in general – <https://www.youtube.com/watch?v=bYor0A3pu50>

Imaginary Surfaces- 3D model- <https://www.youtube.com/watch?v=DYu5Aw7OPcl>



Kerrville FAR Part 77 Imaginary Surfaces

Runway 12/30

- Primary Surface- Grey
 - 500 ft wide centered along the Runway 12/30 centerline
 - The elevation of the primary surface follows the elevation of the closest point along the runway centerline.
 - Extends 200 feet beyond the end of the prepared hard surface for the runway so total length would be 6,404 ft (runway length is 6,004 ft.).
 - Think of it as a flat rectangular board laying on top of the runway centerline.
- Approach Surface – Runway 12 – Yellow
 - Starts at the end of the primary surface (200 ft from the runway end)
 - Extends upward at a 34:1 slope for a linear distance of 10,000 ft.

- Begins at the runway end elevation (1,573.4 ft MSL)
- Expands uniformly from a width of 500 ft. to 3,500 ft. at its outer limit
- Approach Surface – Runway 30- Yellow
 - Starts at the end of the primary surface (200 ft from the runway end)
 - Extends upward at a 34:1 slope for a linear distance of 10,000 ft.
 - Begins at the runway end elevation (1,589.3 ft MSL)
 - Expands uniformly from a width of 500 ft. to 3,500 ft. at its outer limit
- Transitional Surface- Green
 - Extends upward at a 7:1 slope from the outer edges of the primary and approach surfaces until it reaches the horizontal surface (1,766.8 ft. MSL)

Runway 3/21

- Primary Surface- Grey
 - 250 ft wide centered along the Runway 3/21 centerline. ALD shows runway as utility
 - The elevation of the primary surface follows the elevation of the closest point along the runway centerline.
 - Extends 200 feet beyond the end of the prepared hard surface for the runway so total length would be 3,997 ft. (runway length is 3,597 ft.)
 - Think of it as a flat rectangular board laying on top of the runway centerline.
- Approach Surface – Runway 3 Orange
 - Starts at the end of the primary surface (200 ft from the runway end)
 - Extends upward at a 20:1 slope for a linear distance of 5,000 ft.
 - Begins at the runway end elevation (1,573.8 ft MSL)
 - Expands uniformly from a width of 500 ft. to 1,2500 ft. at its outer limit
- Approach Surface – Runway 21 Orange
 - Starts at the end of the primary surface (200 ft from the runway end)
 - Extends upward at a 20:1 slope for a linear distance of 5,000 ft.
 - Begins at the runway end elevation (1,616.8 ft MSL)
 - Expands uniformly from a width of 500 ft. to 1,250 ft. at its outer limit
- Transitional Surface- Green
 - Extends upward at a 7:1 slope from the outer edges of the primary and approach surfaces until it reaches the horizontal surface (1,766.8 ft. MSL)

Horizontal Surface- Blue

- 150 ft above field elevation (1,766.8 ft. MSL)
- Created by swinging an 10,000 ft. arch from each end of the primary surface for Runway 12/30. Runway 3/21 won't impact the horizontal surface because it is only a visual runway
- Think of it like a flat pancake sitting on top of the airport

Conical Surface- Purple

- Starts at the edges of the horizontal surface and extends upward at a 20:1 slope for a horizontal distance of 4,000 ft.