

# CERTIFIED AGENDA

## An Executive Session of the Kerrville / Kerr County Joint Airport Board

28 Day of July, 2021

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 10:00 Am.
3. Those present in the executive session were (*circle those present*):

Mark Mosier, President

Stephen Schmerbeck, Vice-President

Scott Schellhase, Board Member

Trey Atkission, Board Member

John Major, Board Member

Mary Rohrer, Airport Manager

Others: (List by Name and Position) \_\_\_\_\_

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 10:55 Am., and the Board reconvened in open session at that time.
7. Motion Made and Vote taken by the Board on Agenda item

None taken

## 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: \_\_\_\_\_

Mark Moser, Presiding Officer

**AGENDA  
REGULAR MEETING OF THE  
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD  
JULY 28, 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 June 23, 2021 Board Meeting Minutes

**4. DISCUSSION AND POSSIBLE ACTION**

4A. Monthly Financials, June 2021 - James Robles

4B. Monthly Update for Kerrville Aviation – Joe Kennedy

4C. TxDOT funding status for airport capital projects- Mark Mosier

4D. Wi-Fi options for Airport- Mark Mosier

4E. Update on Property Insurance Claims – Mary Rohrer

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

4F. General airport update – Mary Rohrer

1. TxDOT Row Hangar Update
2. Administration Tasks

**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

5A. Section 551.072- Deliberation regarding real property

**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

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\_\_\_\_\_  
Deputy County Clerk, Kerr County, Texas

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, June 23, 2021 at 8:30 AM

Happy State Bank Expo Center

Hill Country Youth Event Center

3785 Highway 27

Kerrville, Texas 78028

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MEMBERS PRESENT:

Mark Mosier, President

Stephen Schmerbeck, Vice President via phone

Scott Schellhase

John Major

MEMBERS ABSENT:

Trey Atkission

AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

Carole Dungan, Executive Assistant

VISITORS:

Councilperson Judy Eychner

Councilperson Roman Garcia

Stuart Barron, Director of Public Works, Kerrville

James Robles, County Auditor Department

Robert Hamm

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2.	<b>KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM</b>	3
3.	<b>CONSENT AGENDA</b>	3
	3 A. Approval of the Board Minutes for May 26, 2021 Meeting Minutes	3
4.	<b>DISCUSSION AND POSSIBLE ACTION</b>	
	4A. Monthly Financials, May – James Robles	3
	4B. Monthly Update for Kerrville Aviation – Joe Kennedy	3
	4C. Annual Meeting Feedback – Board Members	3
	4D. Update on Insurance Claims –	
	1. Brinkman Doors - 2020 Wind Claim	
	2. Terminal Building – 2021 Snow Storm	3
	4G. General Updates – Mary Rohrer	
	1. TxDOT Row Hangar Update	3
	2. Airport site work for box hangars	
	3. Administration tasks	
5.	<b><u>ADJOURNMENT</u></b>	

## CALL TO ORDER

1. VISTORS FORUM:
2. KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM:  
Mary Rohrer informed the Board Members about the TXDot Aviation Conference in August and if members are interested in going they need to let Carole know today.  
Council person Judy Eychner thanked the Board Members for the Annual Report.
3. CONSENT AGENDA  
3 A. The Board approved the minutes for the May 26, 2021 meeting with a vote of 4-0. (Exhibit 3A)
4. DISCUSSION AND POSSIBLE ACTION  
4A. James Robles review the financials for May with the board (Exhibit 4A). He also presented a form that explains the "Fund Balance and the amounts committed for projects (Exhibit 4B). The board vote 4-0 to accept the financial reports.  
  
4B. Mary Rohrer gave an update on Kerrville Aviation – no action required.  
  
4C. Mark Mosier asked for their feedback on the Annual Meeting held with the City and County Officials – no action required  
  
4D. Update on Property Insurance Claims – Mary Rohrer
  1. Mary reported on the schedule for the repair of the Brinkman doors and the status of the repairs on the Terminal. See (Exhibits 4D1 and 4D2)  
4E. General airport update –
  1. Mary gave the board an update on the status of the Row Hangar project (See Exhibits 4E1 and 4E2)
  2. The airport site work for box hangars
  3. Administrative tasks - No action needed. ( See Exhibit 4E3)
5. The Meeting adjourned at 10:00 am.

# Kerrville-Kerr County Airport Financial Statements



For the Month of June, 2021

## BALANCE SHEET

AS OF: JUNE 30TH, 2021

47 -Airport

ACCOUNT#	TITLE	
<b>ASSETS</b>		
47-103-100	NOW ACCOUNT	942,441.93
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	0.00
47-103-850	PREPAID EXPENSE	0.00
		<u>942,441.93</u>
<b>TOTAL ASSETS</b>		<b>942,441.93</b>
<b>LIABILITIES</b>		
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	( 1,629.95)
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	370.58
47-207-202	DUE TO GROUP INSURANCE	0.00
47-207-203	DUE TO RETIREMENT	340.23
47-207-204	DUE TO FED W/H	443.16
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



## BALANCE SHEET

AS OF: JUNE 30TH, 2021

47 -Airport

ACCOUNT#	TITLE		
47-207-505	DUE TO MUTUAL OF OMAHA VA	11.30	
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	10.80	
47-207-513	DENTAL SELECT	0.00	
47-207-514	VISION	4.90	
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	3.42	
47-207-522	LONG-TERM DISAB MUT. OF OMAHA	35.70	
	TOTAL LIABILITIES		29,844.49
<u>EQUITY</u>			
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	682,236.76	
	TOTAL EXPENSES	362,187.72	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	320,049.04	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		912,597.44
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		942,441.93

KERRVILLE-KERR COUNTY AIRPORT  
STATEMENT OF REVENUES - BUDGET VS. ACTUAL  
AS OF: JUNE 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 CONTRIBUTION	0	0	0.00	0.00	0.00	0.00	0.00
47-300-604 CARES ACT GRANT	0	69,000	0.00	69,000.00	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	69,000	0.00	69,000.00	0.00	0.00	0.00
<u>LEASE/RENTAL INCOME</u>							
47-325-301 LAND ONLY LEASES	40,200	40,200	8,844.58	33,975.50	138,931.62	6,224.50	15.48
47-325-401 LAND & STRUCTURE LEASES	142,000	142,000	11,831.68	106,504.36	0.00	35,495.64	25.00
47-325-601 BRINKMAN HANGER & OFFICE LE	97,000	97,000	9,867.67	76,270.87	73,823.27	20,729.13	21.37
47-325-602 TERMINAL LEASES	13,000	13,000	158.78	13,428.76	11,562.41	428.76	3.30
47-325-603 T-HANGAR LEASE	126,000	126,000	8,425.00	106,025.00	105,400.00	19,975.00	15.85
47-325-604 VEHICLE RENT SURCHARGE	3,000	3,000	386.45	2,453.40	1,739.81	546.60	18.22
47-325-605 STORAGE RENTAL	1,300	1,300	110.00	1,430.00	2,045.00	130.00	10.00
47-325-625 PARKING LOT LEASES	5,000	5,000	0.00	3,417.50	4,380.00	1,582.50	31.65
TOTAL LEASE/RENTAL INCOME	427,500	427,500	39,624.16	343,505.39	337,881.11	83,994.61	19.65
<u>FUEL SALES-AVIATION</u>							
47-350-601 FUEL FLOW FEES	20,000	20,000	3,318.84	28,590.66	24,553.71	8,590.66	42.95
47-350-602 OTHER	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL FUEL SALES-AVIATION	20,000	20,000	3,318.84	28,590.66	24,553.71	8,590.66	42.95
<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	241,122	0.00	241,121.50	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	641,122	0.00	241,121.50	0.00	400,000.00	62.39
<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	4.81	19.21	282.48	19.21	0.00
TOTAL INTEREST INCOME	0	0	4.81	19.21	282.48	19.21	0.00
 TOTAL REVENUES	 447,500	 1,157,622	 42,947.81	 682,236.76	 362,717.30	 475,394.74	 41.07

KERRVILLE-KERR COUNTY AIRPORT  
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL  
 AS OF: JUNE 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
<b>SALARIES AND BENEFITS</b>							
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	66,293.13	63,642.16	22,106.87	25.01
47-700-102 EXECUTIVE ASSISTANT PART TI	31,162	31,162	2,637.19	23,376.72	21,525.14	7,785.28	24.98
47-700-104 Airport Maintenance Staff	38,400	38,400	3,249.23	29,015.93	27,628.21	9,384.07	24.44
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	926.46	8,681.66	8,602.65	3,431.34	28.33
47-700-202 GROUP INSURANCE	24,000	23,295	2,037.78	16,981.50	12,444.48	6,313.50	27.10
47-700-203 RETIREMENT	21,234	21,234	1,628.28	15,511.34	14,918.22	5,722.66	26.95
47-700-204 WORKMAN'S COMP	1,300	2,005	545.00	1,460.00	674.00	545.00	27.18
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	130.50	93.96	69.50	34.75
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	18,519.60	161,450.78	149,528.82	55,358.22	25.53
 TOTAL SALARIES & BENEFITS	 216,809	 216,809	 18,519.60	 161,450.78	 149,528.82	 55,358.22	 25.53

KERRVILLE-KERR COUNTY AIRPORT  
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL  
 AS OF: JUNE 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
<b>PERSONNEL</b>							
47-800-008 PROF. DVMT/TRAINING	4,000	4,000	0.00	323.57	3,833.84	3,676.43	91.91
TOTAL PERSONNEL	4,000	4,000	0.00	323.57	3,833.84	3,676.43	91.91
<b>SUPPLIES</b>							
47-800-101 OFFICE SUPPLIES	2,700	2,700	165.11	1,525.97	2,081.42	1,174.03	43.48
47-800-102 SMALL TOOLS & EQUIP	2,000	2,000	24.28	1,084.85	1,013.43	915.15	45.76
47-800-104 FUEL & OIL SUPPLIES	3,000	3,000	187.45	1,055.08	1,275.93	1,944.92	64.83
47-800-106 JANITORIAL SERVICES	6,000	6,000	630.68	5,086.30	3,779.64	913.70	15.23
47-800-110 LANDSCAPING	8,000	8,000	2,400.29	5,633.84	3,250.00	2,366.16	29.58
47-800-112 WEARING APPAREL	1,000	1,000	20.50	330.61	473.35	669.39	66.94
TOTAL SUPPLIES	22,700	22,700	3,428.31	14,716.65	11,873.77	7,983.35	35.17
<b>MAINTENANCE</b>							
47-800-200 LAND MAINT/MOWING CONTRACT	37,500	37,500	7,500.00	15,000.00	22,500.00	22,500.00	60.00
47-800-201 BUILDING & STRUCTURES REPAIR	35,000	104,000	16.00	52,355.52	0.00	51,644.48	49.66
47-800-202 BUILDING & STRUCTURE MAINT.	9,000	9,000	515.76	2,741.23	16,024.92	6,258.77	69.54
47-800-203 VEHICLE MAINTENANCE	2,500	2,000	1,030.80	1,447.24	1,379.52	552.76	27.64
47-800-205 AIRSIDE MAINTENANCE	5,000	4,500	0.00	3,484.15	1,982.20	1,015.85	22.57
47-800-215 2020 WIND DAMAGE REPAIRS IN	0	199,636	1,060.20	57,304.76	134,850.00	142,331.28	71.30
47-800-220 1815 HANGER DOOR REPAIR A.P	0	400,000	1,060.20	41,194.46	0.00	358,805.54	89.70
47-800-225 2021 WINTER STORM REPAIRS	0	41,485	19,335.50	29,190.23	0.00	12,295.23	29.64
TOTAL MAINTENANCE	89,000	798,122	30,518.46	202,717.59	176,736.64	595,403.91	74.60
<b>PROFESSIONAL SERVICES</b>							
47-800-302 PROPERTY INSURANCE	15,000	15,000	0.00	12,659.00	11,574.00	2,341.00	15.61
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	185.74	1,264.60	1,691.17	1,235.40	49.42
47-800-307 MARKETING	10,000	10,000	0.00	424.69	76.08	9,575.31	95.75
47-800-311 LEGAL SERVICES	6,000	6,000	275.00	775.00	3,800.00	5,225.00	87.08
47-800-312 PROFESSIONAL SERVICES	15,000	15,000	1,000.07	10,582.57	16,579.83	4,417.43	29.45
TOTAL PROFESSIONAL SERVICES	49,500	49,500	1,460.81	26,339.86	34,367.08	23,160.14	46.79
<b>UTILITIES</b>							
47-800-401 Phone Service - Cell	1,500	1,500	110.68	925.58	910.18	574.42	38.29
47-800-404 WATER & SEWER	2,200	2,200	259.80	3,053.58	1,134.81	853.58	38.80
47-800-406 LIGHT AND POWER	15,000	15,000	3,092.45	13,803.88	12,931.84	1,196.12	7.97
47-800-503 DUES AND SUBSCRIPTION	1,000	1,000	375.00	375.00	162.50	625.00	62.50
TOTAL UTILITIES	19,700	19,700	3,837.93	18,158.04	15,139.33	1,541.96	7.83
<b>CAPITAL</b>							
47-800-508 RESERVE FOR CAPITAL	25,000	25,000	0.00	24,211.99	0.00	788.01	3.15
TOTAL CAPITAL	25,000	25,000	0.00	24,211.99	0.00	788.01	3.15

KERRVILLE-KERR COUNTY AIRPORT  
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL  
 AS OF: JUNE 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
<hr/>							
CONTINGENCY							
47-800-512 CONTINGENCY	3,791	3,791	533.55	674.05	3,900.00	3,116.95	82.22
TOTAL CONTINGENCY	3,791	3,791	533.55	674.05	3,900.00	3,116.95	82.22
<hr/>							
TOTAL AIRPORT	213,691	922,813	39,779.06	287,141.75	245,850.66	635,670.75	68.88

KERRVILLE-KERR COUNTY AIRPORT  
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL  
AS OF: JUNE 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	3,758	1,752.86	3,500.00	859.31	258.00	6.87
47-801-301 LIGHT & POWER	9,000	8,742	1,287.81	4,517.23	5,061.93	4,224.77	48.33
47-801-302 PROPANE GAS	4,000	2,500	0.00	2,316.42	2,161.56	183.58	7.34
47-801-303 WATER & SEWER	3,000	3,000	170.38	1,538.21	1,612.10	1,461.79	48.73
TOTAL UTILITIES	17,000	18,000	3,211.05	11,871.86	9,694.90	6,128.14	34.05
<hr/>							
TOTAL TERMINAL	17,000	18,000	3,211.05	11,871.86	9,694.90	6,128.14	34.05
<hr/>							
TOTAL EXPENDITURES	447,500	1,157,622	61,509.71	460,464.39	405,074.38	697,157.11	60.22
<hr/>							
REVENUE OVER/(UNDER) EXPENDITURES	0	0 (	18,561.90)	221,772.37 (	42,357.08)	221,772.37)	0.00

KERR COUNTY, TEXAS  
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL  
AS OF: JUNE 30TH, 2021

47 -Airport  
SALARIES & BENEFITS

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ENCUMBERED	PRIOR YEAR YEAR TO DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
47-700-100 TENTATIVE BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
47-700-101 Airport Manager	88,400	88,400	7,480.00	66,293.13	0.00	63,642.16	22,106.87	25.01
47-700-102 EXECUTIVE ASSISTANT PART TI	31,162	31,162	2,637.19	23,376.72	0.00	21,525.14	7,785.28	24.98
47-700-104 Airport Maintenance Staff	38,400	38,400	3,249.23	29,015.93	0.00	27,628.21	9,384.07	24.44
47-700-150 ACCRUED COMP TIME	0	0	0.00	0.00	0.00	0.00	0.00	0.00
47-700-201 FICA	12,113	12,113	926.46	8,681.66	0.00	8,602.65	3,431.34	28.33
47-700-202 GROUP INSURANCE	24,000	23,295	2,037.78	16,981.50	0.00	12,444.48	6,313.50	27.10
47-700-203 RETIREMENT	21,234	21,234	1,628.28	15,511.34	0.00	14,918.22	5,722.66	26.95
47-700-204 WORKMAN'S COMP	1,300	2,005	545.00	1,460.00	0.00	674.00	545.00	27.18
47-700-205 OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00	0.00
47-700-206 BASIC LIFE	200	200	15.66	130.50	0.00	93.96	69.50	34.75
47-700-207 UNEMPLOYMENT INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	216,809	216,809	18,519.60	161,450.78	0.00	149,528.82	55,358.22	74.47

KERR COUNTY, TEXAS  
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL  
AS OF: JUNE 30TH, 2021

47 -Airport  
AIRPORT

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ENCUMBERED	PRIOR YEAR YEAR TO DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
47-800-008 PROF. DVMT/TRAINING	4,000	4,000	0.00	223.57	100.00	3,833.84	3,676.43	91.91
47-800-101 OFFICE SUPPLIES	2,700	2,700	165.11	1,508.01	17.96	2,081.42	1,174.03	43.48
47-800-102 SMALL TOOLS & EQUIP	2,000	2,000	24.28	945.22	139.63	1,013.43	915.15	45.76
47-800-104 FUEL & OIL SUPPLIES	3,000	3,000	187.45	1,055.08	0.00	1,275.93	1,944.92	64.83
47-800-106 JANITORIAL SERVICES	6,000	6,000	630.60	4,748.42	337.88	3,779.64	913.70	15.23
47-800-110 LANDSCAPING	8,000	8,000	2,400.29	5,633.84	0.00	3,250.00	2,366.16	29.58
47-800-112 WEARING APPAREL	1,000	1,000	20.50	322.41	8.20	473.35	669.39	66.94
47-800-200 LAND MAINT/MOWING CONTRACT	37,500	37,500	7,500.00	15,000.00	0.00	22,500.00	22,500.00	60.00
47-800-201 BUILDING & STRUCTURES REPAIR	35,000	104,000	16.00	41,830.92	10,524.60	0.00	51,644.48	49.66
47-800-202 BUILDING & STRUCTURE MAINT.	9,000	9,000	515.76	1,976.46	764.77	16,024.92	6,258.77	69.54
47-800-203 VEHICLE MAINTENANCE	2,500	2,000	1,030.80	1,447.24	0.00	1,379.52	552.76	27.64
47-800-205 AIRSIDE MAINTENANCE	5,000	4,500	0.00	2,230.89	1,253.26	1,982.20	1,015.85	22.57
47-800-215 2020 WIND DAMAGE REPAIRS IN	0	199,636	1,060.20	19,203.26	38,101.50	134,850.00	142,331.28	71.30
47-800-220 1815 HANGER DOOR REPAIR A.P	0	400,000	1,060.20	3,927.92	37,266.54	0.00	358,805.54	89.70
47-800-225 2021 WINTER STORM REPAIRS	0	41,485	19,335.50	23,015.23	6,175.00	0.00	12,295.23	29.64
47-800-302 PROPERTY INSURANCE	15,000	15,000	0.00	9,128.25	3,530.75	11,574.00	2,341.00	15.61
47-800-303 LIABILITY INSURANCE	1,000	1,000	0.00	634.00	0.00	646.00	366.00	36.60
47-800-305 EQUIPMENT RENTAL	2,500	2,500	185.74	1,264.60	0.00	1,691.17	1,235.40	49.42
47-800-307 MARKETING	10,000	10,000	0.00	424.69	0.00	76.08	9,575.31	95.75
47-800-311 LEGAL SERVICES	6,000	6,000	275.00	775.00	0.00	3,800.00	5,225.00	87.08
47-800-312 PROFESSIONAL SERVICES	15,000	15,000	1,000.07	10,592.57	0.00	16,579.83	4,417.43	29.45
47-800-401 Phone Service - Cell	1,500	1,500	110.68	869.00	56.58	910.18	574.42	38.29
47-800-404 WATER & SEWER	2,200	2,200	259.80	3,053.58	0.00	1,134.81	853.58	38.80
47-800-406 LIGHT AND POWER	15,000	15,000	3,092.45	13,803.88	0.00	12,931.84	1,196.12	7.97
47-800-503 DUES AND SUBSCRIPTION	1,000	1,000	375.00	375.00	0.00	162.50	625.00	62.50
47-800-508 RESERVE FOR CAPITAL	25,000	25,000	0.00	24,211.99	0.00	0.00	788.01	3.15
47-800-512 CONTINGENCY	3,791	3,791	533.55	674.05	0.00	3,900.00	3,116.95	82.22
TOTAL AIRPORT	213,691	922,813	39,779.06	188,865.08	98,276.67	245,050.66	635,670.75	31.12



KERR COUNTY, TEXAS  
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL  
 AS OF: JUNE 30TH, 2021

47 -Airport  
 TERMINAL

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ENCUMBERED	PRIOR YEAR YEAR TO DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
47-801-300 FIRE ALARM MONITORING	1,000	3,758	1,752.86	3,500.00	0.00	859.31	258.00	6.87
47-801-301 LIGHT & POWER	9,000	8,742	1,287.81	4,517.23	0.00	5,061.93	4,224.77	48.33
47-801-302 PROPANE GAS	4,000	2,500	0.00	2,316.42	0.00	2,161.56	183.58	7.34
47-801-303 WATER & SEWER	3,000	3,000	170.38	1,538.21	0.00	1,612.10	1,461.79	48.73
TOTAL TERMINAL	17,000	18,000	3,211.05	11,871.86	0.00	9,694.90	6,128.14	65.95
TOTAL EXPENDITURES	447,500	1,157,622	61,509.71	362,187.72	98,276.67	405,074.38	697,157.11	39.78

## BALANCE SHEET

AS OF: JUNE 30TH, 2021

## 48 -AIRPORT CAPITAL

ACCOUNT#	TITLE		
<b>ASSETS</b>			
48-103-100	NOW ACCOUNT	9,221.21	
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>9,221.21</u>
<b>TOTAL ASSETS</b>			<b>9,221.21</b>
<b>LIABILITIES</b>			
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 TKDOT REIMB	0.00	
48-202-000	ACCOUNTS PAYABLE	0.00	
	<b>TOTAL LIABILITIES</b>		<u>0.00</u>
<b>EQUITY</b>			
48-271-000	UNRESERVED FUND BALANCE	39,771.81	
48-271-001	PRIOR PERIOD ADJUSTMENT	0.00	
	<b>TOTAL BEGINNING EQUITY</b>	<u>39,771.81</u>	
	<b>TOTAL REVENUE</b>	153,934.53	
	<b>TOTAL EXPENSES</b>	<u>184,485.13</u>	
	<b>TOTAL REVENUE OVER/(UNDER) EXPENSES</b>	( 30,550.60)	
	<b>TOTAL EQUITY &amp; REV. OVER/(UNDER) EXP.</b>		<u>9,221.21</u>
	<b>TOTAL LIABILITIES, EQUITY &amp; REV.OVER/(UNDER) EXP.</b>		<u>9,221.21</u>

KERRVILLE-KERR COUNTY AIRPORT  
STATEMENT OF REVENUES - BUDGET VS. ACTUAL  
AS OF: JUNE 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	14,789.00	43,027.00	15,472.50	6,973.00	13.95
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	14,789.00	43,027.00	15,472.50	6,973.00	13.95
<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	30,453.50	0.00	479,604.50	94.03
48-351-103 KERRVILLE CITY PROJECT MATC	510,058	510,058	0.00	30,453.50	12,542.00	479,604.50	94.03
TOTAL INTERGOVERNMENTAL REV	560,058	1,070,116	0.00	110,907.00	62,542.00	959,209.00	89.64
<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	0.08	0.53	30.58 (	0.53)	0.00
TOTAL OTHER REVENUE	0	0	0.08	0.53	30.58 (	0.53)	0.00
<u>TRANSFERS IN</u>							
48-390-610 TRANSFER IN	510,058	0	0.00	0.00	12,542.00	0.00	0.00
TOTAL TRANSFERS IN	510,058	0	0.00	0.00	12,542.00	0.00	0.00
TOTAL REVENUES	1,120,116	1,120,116	14,789.08	153,934.53	90,587.08	966,181.47	86.26

KERRVILLE-KERR COUNTY AIRPORT  
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL  
 AS OF: JUNE 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
<b>AIRPORT CAPITAL</b>							
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	16,320.74	95,584.74	65,521.76	4,415.26	4.42
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	783.75	5,247.39	0.00	194,752.61	97.38
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	4,639.82	22,956.00	0.00	0.00	0.00
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	21,744.31	184,695.13	90,605.76	958,376.87	83.84
<b>TOTAL Capital Outlay</b>	<b>1,143,072</b>	<b>1,143,072</b>	<b>21,744.31</b>	<b>184,695.13</b>	<b>90,605.76</b>	<b>958,376.87</b>	<b>83.84</b>
<b>TOTAL EXPENDITURES</b>	<b>1,143,072</b>	<b>1,143,072</b>	<b>21,744.31</b>	<b>184,695.13</b>	<b>90,605.76</b>	<b>958,376.87</b>	<b>83.84</b>
REVENUE OVER/(UNDER) EXPENDITURES	( 22,956)	( 22,956)	( 6,955.23)	( 30,760.60)	( 18.68)	7,804.60	34.00-

KERR COUNTY, TEXAS  
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL  
AS OF: JUNE 30TH, 2021

48 -AIRPORT CAPITAL  
Capital Outlay

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ENCUMBERED	PRIOR YEAR YEAR TO DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
48-600-100 CAPITAL OUTLAY TX DOT	0	0	0.00	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	0.00
48-600-102 BLDGS & STRUCTURES	0	0	0.00	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	0.00
48-600-104 RMP GRANT	100,000	100,000	16,320.74	95,374.74	210.00	65,521.76	4,415.26	4.42
48-600-105 DRAINAGE IMPROVEMENTS	0	0	0.00	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	0.00
48-600-107 TX DOT T-HANGER PORTION	0	0	0.00	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	0.00
48-600-109 HORSESHOE BLDG IMPROVEMENT	530,466	530,466	0.00	46,000.00	0.00	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	0.00
48-600-111 BOX HANGER CONSTRUCTION	200,000	200,000	783.75	5,247.39	0.00	0.00	194,752.61	97.38
48-600-112 CONTRACT SERVICES	0	0	0.00	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	0.00
48-600-114 CROSSWIND RUNWAY	0	0	0.00	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	0.00	10,350.00	274,743.00	94.85
48-600-116 MAINTENANCE BLDG RENOVATION	22,956	22,956	4,639.82	22,956.00	0.00	0.00	0.00	0.00
48-600-120 MOONEY ROOF PROJECT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
48-600-200 NEW HANGER CONTRUCTION	0	0	0.00	0.00	0.00	0.00	0.00	0.00
48-600-300 LAND USE STUDY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Capital Outlay</b>	<b>1,143,072</b>	<b>1,143,072</b>	<b>21,744.31</b>	<b>184,485.13</b>	<b>210.00</b>	<b>90,605.76</b>	<b>958,376.87</b>	<b>16.16</b>
<b>TOTAL EXPENDITURES</b>	<b>1,143,072</b>	<b>1,143,072</b>	<b>21,744.31</b>	<b>184,485.13</b>	<b>210.00</b>	<b>90,605.76</b>	<b>958,376.87</b>	<b>16.16</b>

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, June 23, 2021 at 8:30 AM

Happy State Bank Expo Center

Hill Country Youth Event Center

3785 Highway 27

Kerrville, Texas 78028

.....

MEMBERS PRESENT:

Mark Mosier, President

Stephen Schmerbeck, Vice President via phone

Scott Schellhase

John Major

MEMBERS ABSENT:

Trey Atkission

AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

Carole Dungan, Executive Assistant

VISITORS:

Councilperson Judy Eychner

Councilperson Roman Garcia

Stuart Barron, Director of Public Works, Kerrville

James Robles, County Auditor Department

Robert Hamm

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3.	<b>CONSENT AGENDA</b>	3
	3 A. Approval of the Board Minutes for May 26, 2021 Meeting Minutes	3
4.	<b>DISCUSSION AND POSSIBLE ACTION</b>	
	4A. Monthly Financials, May – James Robles	3
	4B. Monthly Update for Kerrville Aviation – Joe Kennedy	3
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	1. Brinkman Doors - 2020 Wind Claim	
	2. Terminal Building – 2021 Snow Storm	3
	4G. General Updates – Mary Rohrer	
	1. TxDOT Row Hangar Update	3
	2. Airport site work for box hangars	
	3. Administration tasks	
5.	<b><u>ADJOURNMENT</u></b>	

## CALL TO ORDER

1. VISTORS FORUM:
2. KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM:  
Mary Rohrer informed the Board Members about the TXDot Aviation Conference in August and if members are interested in going they need to let Carole know today.  
Council person Judy Eychner thanked the Board Members for the Annual Report.
3. CONSENT AGENDA  
3 A. The Board approved the minutes for the May 26, 2021 meeting with a vote of 4-0. (Exhibit 3A)
4. DISCUSSION AND POSSIBLE ACTION  
4A. James Robles review the financials for May with the board (Exhibit 4A). He also presented a form that explains the "Fund Balance and the amounts committed for projects (Exhibit 4B). The board vote 4-0 to accept the financial reports.  
  
4B. Mary Rohrer gave an update on Kerrville Aviation – no action required.  
  
4C. Mark Mosier asked for their feedback on the Annual Meeting held with the City and County Officials – no action required  
  
4D. Update on Property Insurance Claims – Mary Rohrer
  1. Mary reported on the schedule for the repair of the Brinkman doors and the status of the repairs on the Terminal. See (Exhibits 4D1 and 4D2)  
4E. General airport update –
  1. Mary gave the board an update on the status of the Row Hangar project (See Exhibits 4E1 and 4E2)
  2. The airport site work for box hangars
  3. Administrative tasks - No action needed. ( See Exhibit 4E3)
5. The Meeting adjourned at 10:00 am.



**AIRPORT BOARD AGENDA ITEM 4D**

**MEETING DATE: July 28, 2021**



FROM: Mark Mosier  
SUBJECT: Hill Country Telephone Company proposal for internet  
service to hangars

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Attached is the July 15, 2021 proposal received from Mark Hess, HCTC, to provide internet service to the airport- owned hangars.

Mark Hess will review the proposed scope of work with the Airport Board.



KERV Airport  
1877 Airport Loop  
Kerrville TX, 78028

July 15, 2021  
*(prices are good for 30 days)*

Quote for Radio Link to the 4 Hangars

**Product Description:**

HCTC will install a point-to-point 60GHz radio link to the maintenance building. Then install a point to multi point radio link to the 4 hangars. Each hangar will have a Switch and AP with one for spare.

This will include:

- 5 150W 8 Port POE Switches
- 5 Unifi indoor APs
- 1 Dream Machine for remote management
- 2 60GHz radios
- 1 Nanostaion AC 5GHz
- 4 Ubiquity Lightbeams
- 6 Antenna Mounts
- 3 Boxes of Outdoor Shielded Cat5e

**Scope of Work:**

Install point to point & point to multipoint radio links  
Install Switches & Aps  
Program all installed equipment  
Test for connectivity

**KERV Airport will be responsible for:**

- Scheduling and coordination of installation.

**HCTC will be responsible for:**

- Providing and installation of equipment.
- Testing and validation of installed equipment.

**Installation and Inside Wiring:**

This proposal does not include inside wiring beyond the scope of this quote.

**Warranty:**

These costs include one year warranty on workmanship and materials. Materials are covered by the manufacturer's warranty and does not cover normal wear and tear, accidental damage or user abuse, damage caused by fire, water or electrical interference, *force majeure*, natural occurrences such as pests and weather.

**Terms:**

By this contract, **KERV Airport** agrees to make payments for **Radio Links** to HCTC. By this agreement, it is agreed that a payment of **9,390.95** plus applicable taxes will be paid to HCTC in the following form:

- To be paid with signed proposal **4,695.48**
- To be paid within **30 days** of project completion **4,695.47** + applicable taxes

These payments include all charges for scope of work presented by technician/Account Manager on proposal.

This agreement is binding and failure to meet its terms will result in HCTC taking certain recourse. If payment is not made within these guidelines, HCTC reserves the right to repossess all HCTC installed equipment and/or require upfront payment on all future work. Amounts due by Customer not paid within 90 days of project completion will be referred for collection.

Projects will be completed within three (3) months of signed proposal. If Customer places a hold on the project that will result in the timeline being longer than three (3) months, the project will be closed until Customer is ready. Any labor hours not covered by ½ down paid will be owed and billed within 30 days of notification of project hold status. Shipping delays, inclement weather, or any other unforeseeable circumstance that prevents HCTC technicians from completing work in the three (3) month time period does not pertain to the required timeline.

Please reference **invoice number** when making payments.

For credit card payments, please call 830-367-5333 to speak to a customer service representative.

For checks, please mail check and signed proposal to:

HCTC, Attn Asia Cockrum

PO Box 768

Ingram, Texas 78025



# Kerrville Airport

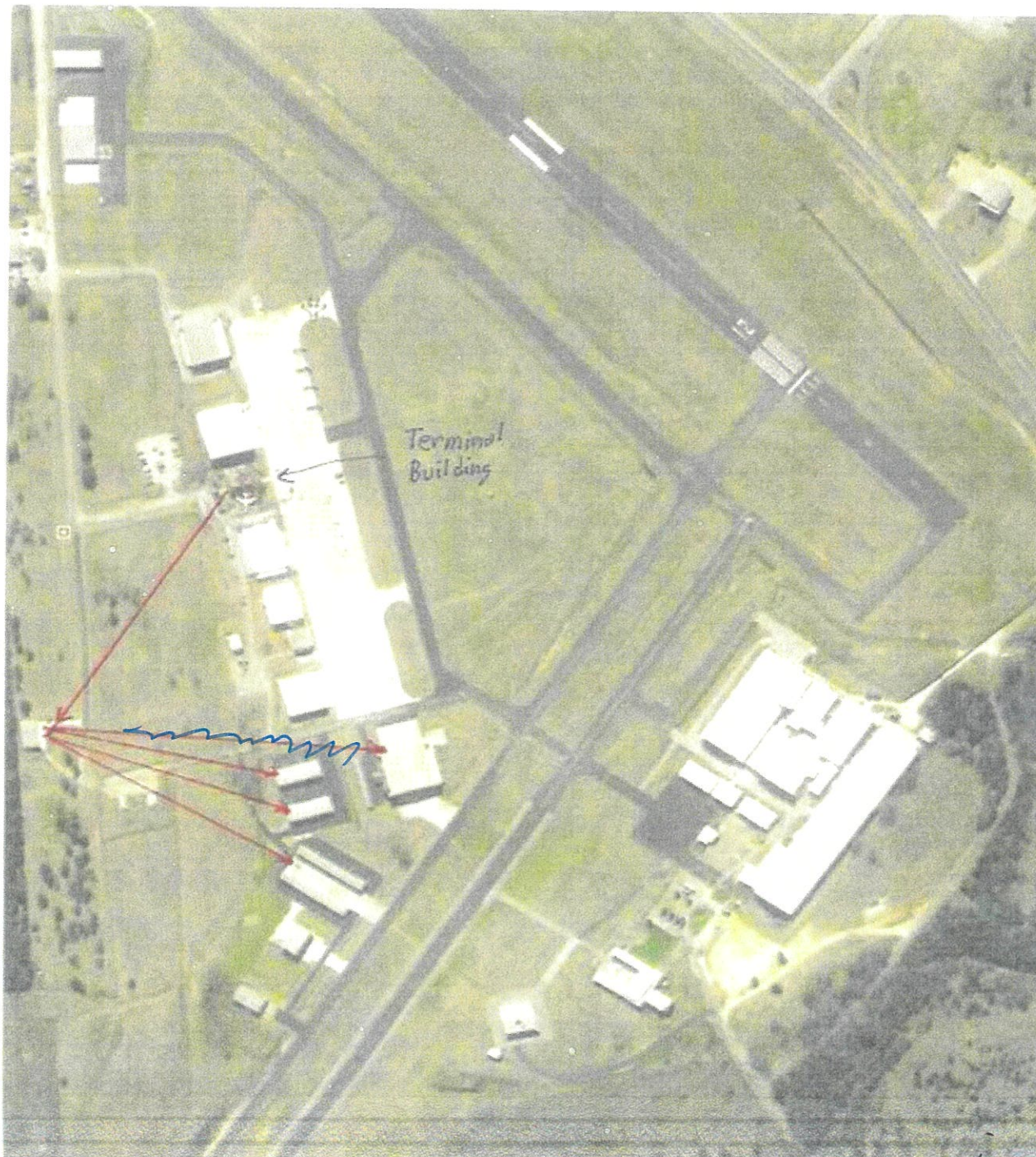
DR. MARK MOSIER  
PRESIDENT

1877 AIRPORT LOOP  
KERRVILLE, TX 78028



cell 830-928-7300  
drmm@windstream.net

kerrvilleairport.com  
airport 830-896-9399



## AIRPORT BOARD AGENDA ITEM 4E 1

MEETING DATE: July 28, 2021

FROM: Mary Rohrer  
SUBJECT: Property Insurance Claims – 2020 Wind Storm  
1. Brinkman Hangar Doors  
2. Al Mooney Road wood fence



Below is a summary of the two property damage repairs from the July 2020 windstorm

1. 1815 Airport Loop- Brinkman Hangar Doors
  - a. "Line 47-800-215 -2020 Windstorm Repairs Ins"- TAC Storm insurance payments \$199,636 for North Door and paid June 31 draw is, \$35,101.
  - b. "Line 47-800-220- Hangar Door Repair A.P." Self-funded from Airport Fund Balance transfer \$400,000, and paid June 31 draw is \$35,101.
  - c. "Line 47-800-201 Building and Structures Repairs"- Change Order 1- Replace existing fixtures with LED Lighting \$15,150. Amount paid June 31 draw is \$8,349.60. CARES proceeds used.
  - d. Contract signed with JK Bernhard, Total Contract= \$559,287, balance to finish= \$468,586
    - i. Pending CO 2- Repair roof insulation. Waiting for budget to approve.
  - e. Hangar Door, big picture, the following has been accomplished this month:
    - i. Alamo completed their design work and sent to JKB to review with the Jim Maxwell, structural engineer. A copy of the plans will be sent to us before the end of the week. I'll review with Scott and Steve Schilder, the airport's engineer.
    - ii. Upon approval of the metal building drawings, the steel is ordered.
    - iii. Once deliver dates are confirmed, then meetings commence with tenants and subcontractors. Lots going on in the hangar.
    - iv. Mobilization to the site will begin first week of October.
    - v. Work complete by year end.
  - f. Refer to JK Bernhart updated schedule handout attached
2. Replacement of wood fence along Al Mooney Road (Insurance proceeds \$7,231)
  - i. Contract with Secor Fencing, \$41,620
  - ii. Repair obstacle lighting on fence \$5,000
  - iii. Work commenced on Monday July 26, and takes about two weeks.
  - iv. Remaining \$39,400 balance to be funded using CARES proceeds



## AIRPORT BOARD AGENDA ITEM 4E

**MEETING DATE: July 28, 2021**

FROM: Mary Rohrer  
SUBJECT: Property Insurance Claims –2021 Winter Storm Repairs  
Airport Terminal Building



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

### Line 47-800- 225 2021 Winter Storm Repairs

Airport share of insurance proceeds (Actual Cost Value) is \$41,485 and shown **Line Item 47-800-25**. Recoverable Cost Value is \$62,372. Paid to date \$29,190.

**A. First phase-** (Break Room, Office 121 (Dave Bryant's office) and Pilot's lounge)

Status: **COMPLETE**

**B. Second Phase** (Conference Room, Mary's and Carole's office) –

Status: **Almost finished** Scope Remaining work- Install carpet and base in Conference Room, Mary's and Carole's office, budget = \$5496

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

Status: **Almost finished-** install vinyl base and reinstall pictures, estimated costs \$500.

**D. Fourth Phase-** (Women's restroom and Pilot's restroom)

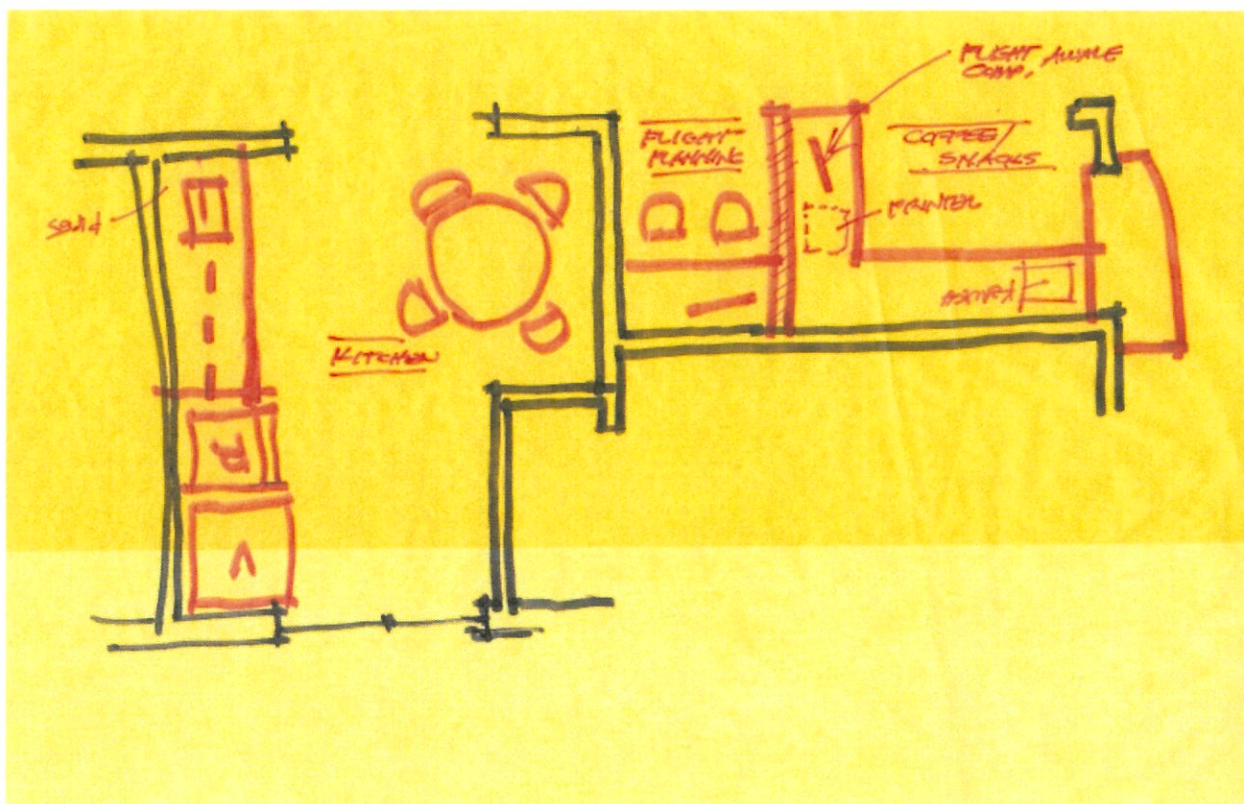
Status- **COMPLETE-** No water damage

**E. Fifth Phase-** (Kerrville Aviation leased premises)

- Met with Kerrville Aviation on July 22 to define scope, including remove, replace and paint dry wall in office and nav area, restore cabinets and paint. Fill in cabinet doors so content is out of sight.
- Other improvements, not covered by insurance include replace countertops at office and Nav area and update lighting similar to kitchen area.

**F. Sixth Phase-** (Pilot Planning area)- Scott updating sketches for pass thru area under Flight Aware monitor. See preliminary mark ups below.







## AIRPORT BOARD AGENDA ITEM 4F 1 and 2

MEETING DATE: July 28, 2021



FROM: Mary Rohrer  
SUBJECT: General Airport Update  
Design and Construction of Hangars adjacent to Fuel Farm

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### 1. TxDOT ROW Hangar Project-

See attached Notice to Proceed

Below are my notes from my phone conversation with TxDOT Project Manager, Ed Mayle on July 21.

- Garver sends signed and sealed plans to TxDOT
- Ed will send a pdf of the plans to airport
- TxDOT has an internal six-step check list. Once all clear and approved, then dates set for:
  - Bid advertising,
  - Pre-bid meeting, and
  - Bid opening.

### 2. Site work for Box Hangars

Wellborn Engineers is standing by waiting for Garver bid plans to coordinate the site development work with the TxDOT project plans.



## Texas Department of Transportation

125 EAST 11<sup>TH</sup> STREET | AUSTIN, TEXAS 78701-2483 | (512) 463-8700 | WWW.TXDOT.GOV

July 20, 2021

Mr. Josh Crawford, P.E.  
Garver, LLC  
285 SE Inner Loop, Suite 110  
Georgetown, TX 78626

Dear Mr. Crawford:

Effective today you are authorized to proceed with the Bidding Phase for TxDOT CSJ No. 18HGKERRV at the Kerrville Municipal / Louis Schreiner Field Airport, Kerrville, Texas.

Please provide the following in electronic format.

- a. Final Approved plan drawings in a single PDF file at a resolution of 300 dpi and maximum sheet size of 11"x 17"
- b. Cost Estimate for Construction
- c. Table of Contents of Technical Specs.
- d. All Technical Specs as one file and in the order as specified in the Table of Contents
- e. Geotechnical Report
- f. Drawing Index
- g. Fillable Bid Form
- h. Front cover page of document- signed, sealed and dated

Please contact me if you have any questions.

Sincerely,

*Edward M. Mayle*

Edward M. Mayle  
Airport Project Manager

- c: Ms. Mary Rohrer, Airport Manager  
Mr. Philip Huntley, PE, Garver USA  
file

## AIRPORT BOARD AGENDA ITEM 4F2

MEETING DATE: July 28, 2021



FROM: Mary Rohrer  
SUBJECT: Kimley-Horn DRAFT Scope of work for Preliminary Airport  
Planning Services

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Attached the July 26 2021 DRAFT proposal for Airport Planning Services received from Pam Keidel-Adams, VP with Kimley-Horn. Mark Mosier, John Major and Mary Rohrer will be meeting with Pam and members of Kimley-Horn team at the TxDOT Aviation Convention next week.

Below is an excerpt from Pam Keidel- Adams's email to me:

*"A few notes about the draft scope:*

- This scope will give you a great head-start on the Master Plan and should provide you with information to make near term decisions. If the analysis suggests very different recommendations than what is currently depicted on the approved ALP/ALD, we could check with TxDOT Aviation on the potential approval of a "pen and ink" change for hangars and other non-airfield recommended changes. This would allow you to move forward with at least some of the recommendations, especially hangar development.*
- The analysis can be set up such that when the Master Plan is undertaken you could easily "update" data from Excel files and such and would likely reduce the effort unless there are major changes in activity or forecasts between now and when the Master Plan is initiated."*

# **Kerrville-Kerr County Airport**

## **Preliminary Airport Planning Services**

### **Scope of Services**

**July 26, 2021 – DRAFT**

#### **Background**

The Kerrville-Kerr County Airport (KERV) is seeking services to conduct preliminary airport planning services to inform and support the Joint Airport Board in decision making related to future development. These services are intended to provide interim direction until the Airport can initiate its Airport Master Plan Update, planned for Fiscal Year (FY) 2022, but funding for this study has been delayed by the Texas Department of Transportation (TXDOT) Aviation Division, likely until Fiscal Year (FY) 2024 or 2025.

The following outlines several tasks that will be undertaken to analyze existing and future conditions and collaborate with the Joint Airport Board to develop interim guidance.

#### **Task 1: Data Collection and Review of Existing Documentation**

KERV's latest Airport Master Plan (MP) was completed in 2013. This MP was initiated in 2009 and the recommendations were noted to cover a planning horizon of 2009-2030. The MP document included a 2012 draft of the Airport Layout Plan (ALP) depicting an ultimate runway length of 7,000 feet and an improved approach procedure reducing the approach minimums to  $\frac{3}{4}$  mile from 1 mile for Runway 12-30.

Since the 2013 MP, the Joint Airport Board completed the Strategic Plan 2020 – 2024 (dated June 1, 2020) "to provide direction and guidelines for making decisions regarding the future development of the airport while making certain the airport is in alignment with the goals and aspirations of the citizens of Kerrville and Kerr County and the governmental entities that represent them." The Joint Airport Board views this document as a "foundation of our strategy", however, it was noted during discussions that the Strategic Plan is more visionary and needs to be considered in light of current real-world operating conditions.

The MP, ALP, and Strategic Plan 2020 – 2024 will be reviewed in greater detail to evaluate the recommended development in consideration of updated Federal Aviation Administration (FAA) guidance, especially as it relates to critical aircraft and runway length justification, and FAA safety areas including the runway safety area (RSA), runway object free area (ROFA), runway protection zone (RPZ), and other relevant areas.

Kimley-Horn will also collect and compile available activity data on current based aircraft and annual operations from sources including but not limited to:

- Airport files
- FAA (Form 5010, Terminal Area Forecast, Traffic Flow Management System Counts, etc.)

The operations data will be reviewed to confirm the existing critical aircraft for use in analyzing FAA design standards and facility needs. Data will be compared to that from the MP and the FAA's latest Advisory Circular, 150/5000-17, *Critical Aircraft and Regular Use Determination* (published June 20, 2017), to determine if the existing and future critical aircraft from the 2013 MP and 2012 ALP continue to be appropriate.

Kimley-Horn will also collect additional information on future development plans, as available including but not limited to:

- KERV's latest Airport Capital Improvement Plan (ACIP)
- TXDOT Aviation's latest 2021-2023 ACIP

Kimley-Horn will also work with the Airport to develop a map of leaseholds, including the timing of when each lease is up to utilize in examining options for potential hangar developments. Kimley-Horn will utilize information that is provided to develop the map for validation by the Airport. The map will also depict the appropriate reference code that relates the type of aircraft utilizing the taxiways and taxilanes surrounding the hangars with taxiway width standard (e.g. A-I, B-II, C-II).

A site visit will be conducted by Kimley-Horn to confirm a thorough understanding of existing conditions. Interviews with key stakeholders will be conducted and, depending on schedules, an in-person workshop will be held with the Joint Airport Board or designated group to discuss existing concerns, thoughts on the 2013 MP's recommendations, known requests for new developments, anticipated changes in activity or other conditions, and other thoughts that would contribute to a deeper understanding of the Airport's future. If the in-person workshop is not feasible, the site visit will still be conducted, and the workshop will be held virtually.

The information compiled in this task will be summarized in a document to be used in subsequent analyses.

*Kimley-Horn Tasks:*

- Review 2013 MP, Strategic Plan 2020 – 2040, and latest ALP
  - Compile available data on activity (based aircraft and operations, including critical aircraft information)
  - Conduct in-person site visit
  - Prepare for and conduct in-person (or potentially virtual) workshop with the Joint Airport Board or designated group
  - Summarize results of the workshop
  - Develop map of leaseholds
- Compile updated baseline data into summary document (formatted in either Word or PowerPoint)

#### *Airport Tasks:*

- Provide existing available data such as latest ACIP, based aircraft details (including from FAA's National Based Aircraft Inventory program), pavement management plan, and any operational information, as available
- Provide leasehold information such as general boundaries and associated timelines of each, as well as aircraft design codes for taxiways and taxilanes
- Review draft document and provide comments
- Establish location and attend and contribute to workshop
- Review workshop results and provide comments

#### **Task 2: Analyze Compliance with FAA Design Standards**

Utilizing existing available resources, Kimley-Horn will analyze the Airport's compliance with current FAA design standards based on the validated existing and future critical aircraft and the associated runway design code (RDC) of each runway. The 2012 ALP noted the RSA of Runway 12-30 did not meet standards and identified use of declared distances to achieve the standards in the existing condition and addressing a drainage ditch and use of declared distances for the future condition (7,000' runway). The 2012 ALP also noted the OFA didn't meet standards and that a Modification of Standards (MOS) was approved.

The Airport will confirm the MOS and provide a copy of this to Kimley-Horn, as available. It should be noted that since approval of the 2012 ALP, the FAA has updated its guidance regarding MOS, placing time limitations on the approval of MOSs. An application for an MOS must be resubmitted every five years and the FAA has indicated its preference for airports to develop a plan to resolve the MOS, not plan for a continued MOS in perpetuity.

The runway length analysis from the 2013 MP will also be reviewed and updated based on the identification of the existing and future critical aircraft. The FAA's latest guidance on runway length justification, Advisory Circular 150/5325-4B, *Runway Length Requirements for Airport Design* (published July 1, 2005) will be utilized to determine if the proposed runway extension meets the FAA's guidance for funding eligibility.

The taxiways and taxilanes will also be evaluated based on the aircraft utilizing each, especially in the hangar area, along with their safety areas and object free areas. This analysis will be used in tandem with the summary of expiring leaseholds to evaluate options for future hangar development to meet the anticipated fleet mix of the based aircraft.

The design standards analysis will be presented using Google Earth or other available imagery. A full Airports GIS (AGIS) photogrammetric survey is not included in this scope of services.

The results of the design standards analysis will be summarized a document that is primarily tabular and graphic format.

#### *Kimley-Horn Tasks:*

- Review FAA design standards based on validated existing and future critical aircraft
- Document results of analysis in summary document, primarily tabular data and graphics

#### *Airport Tasks:*

- Provide copy of MOS, as available
- Review draft document and provide comments

#### **Task 3: Analyze Alternatives**

Depending on the results of Task 2, alternative concepts will be developed and analyzed to address identified deficiencies. These alternatives may relate to runway length, hangar developments, FAA safety areas, and other facilities as determined during Task 2. Up to three alternatives for airside and landside components (a total of up to six) will be developed. Kimley-Horn will develop alternatives in the form of graphics with bullets that identify the pros and cons of each. High-level preliminary costs will be developed for each airside and landside alternative. (Note that more detailed cost estimates will be prepared in the next task.) Landside alternatives will recognize constraints of existing leaseholds.

An in-person workshop is planned to review the results with the Joint Airport Board in order to discuss and develop a draft recommended development plan. It is anticipated this draft recommended development plan will be the subject of more detailed cost estimating and phasing of the projects.

The results of the alternatives analysis will be summarized primarily in graphic format in a summary document.

#### *Kimley-Horn Tasks:*

- Develop airside and landside alternatives to address identified deficiencies
- Prepare high-level preliminary costs
- Document results of analysis in summary document, primarily tabular data and graphics, including draft recommended development plan
- Prepare for and conduct an in-person workshop with the Joint Airport Board or designated group
- Summarize results of the workshop

#### *Airport Tasks:*

- Review draft document and provide comments
- Attend and contribute to virtual workshop
- Review workshop results and provide comments

#### **Task 4: Develop Recommended Development Plan and ACIPs**

Based on the results of Task 3, a revised version of the draft recommended development plan will be prepared that identifies all projects associated with remedying deficiencies, as well as pavement maintenance and other projects identified by the Airport. Cost estimates will be prepared for each project based on current unit pricing data from TXDOT Aviation Division and costs from other similar projects. These cost estimates and likely available funding sources will be documented for each project, and a proposed phasing plan will be prepared. This phasing plan will require significant coordination with the Joint Airport Board to evaluate the feasibility of the program given historical and anticipated available state and local funding, as well as any private resources that are identified, especially for projects such as hangars. Phasing of landside development will consider existing leasehold obligations.

Once a draft phasing plan with cost estimates is prepared, a virtual workshop with the Joint Airport Board or designated group will be held to review the plan and discuss the feasibility and an implementation plan. After the workshop, the recommended development plan will be finalized and ACIPs for the short (0-5 years) and long term (6-20 years) will be prepared.

The results of this task will document the recommended development plan and short and long term ACIPs, primarily in tabular and graphic format (formatted in either Word or PowerPoint).

*Kimley-Horn Tasks:*

- Revise draft recommended development plan to include maintenance and capital development projects based on outcome of Task 3
- Prepare cost estimates and identify funding sources for each project
- Develop a draft phasing plan for review with Joint Airport Board
- Document results of analysis in summary document, primarily tabular data and graphics
- Prepare for and conduct a virtual workshop with the Joint Airport Board or designated group
- Summarize results of the workshop
- Finalize recommended development plan and prepare ACIP (0-5 years and 6-20 years)

*Airport Tasks:*

- Review draft document and provide comments
- Attend and contribute to virtual workshop
- Review workshop results and provide comments
- Review final recommended development plan and ACIPs and provide comments

**Task 5: Project Administration**

Kimley-Horn will provide appropriate direction and project management in the development of the project as each task is undertaken and completed. This includes:

- Up to bi-weekly calls between the Airport and Kimley-Horn team to discuss data needs, preliminary results, schedule, and other issues that arise during the project.
- Regular internal team coordination to manage workflow and quality control of deliverables.
- Quality reviews of all written and graphic communication produced by Kimley-Horn.
- Preparation of project status reports that will be submitted with monthly invoices.

*Kimley-Horn Tasks:*

- Schedule internal coordination meetings
- Schedule and conduct bi-weekly calls with the Airport and document results in email format
- Conduct quality reviews
- Prepare monthly invoices and project status reports

*Airport Tasks:*

- Participate in bi-weekly calls
- Submit invoices for payment