

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

Scott Schellhase, Board Member

John Major, Board Member

Stephen Schmerbeck, Vice-President

Trey Atkission, Board Member

Mary Rohrer, Airport Manager

Others: (List by Name and Position) _____

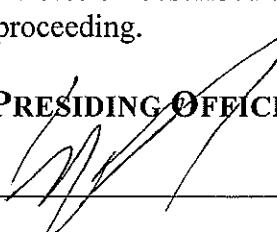
4. The executive session included the following agenda items: (Attach Agenda)
5. The executive session was pursuant to Texas Government Code §§ 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Security Devices), 551.074 (Personnel Matters) 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.

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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

| NO. | | PAGE |
|-----|---|------|
| 1. | VISTOR'S FORUM | 3 |
| 2. | KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM | 3 |
| 3. | CONSENT AGENDA | 3 |
| | 3 A. Approval of the Board Minutes for May 26, 2021 Meeting Minutes | 3 |
| 4. | DISCUSSION AND POSSIBLE ACTION | |
| | 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. | <u>ADJOURNMENT</u> | |

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

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

47 -Airport

| ACCOUNT# | TITLE | |
|---------------------|-----------------------------|-------------------|
| ASSETS | | |
| 47-103-100 | NOW ACCOUNT | 942,441.93 |
| 47-103-117 | DUUE 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> |
| TOTAL ASSETS | | 942,441.93 |
| 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 | (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 |

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

PAGE: 2

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 | <u>29,844.49</u> | |
| 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 | <u>592,548.40</u> | |
| TOTAL REVENUE | 682,236.76 | |
| TOTAL EXPENSES | <u>362,187.72</u> | |
| TOTAL REVENUE OVER/(UNDER) EXPENSES | <u>320,049.04</u> | |
| TOTAL EQUITY & REV. OVER/(UNDER) EXP. | <u>912,597.44</u> | |
| TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. | <u>942,441.93</u> | |

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 |
|--|-----------------|------------------|------------------|----------------------|-------------------------|-------------------|--------------------|
| INTERGOVERNMENTAL REV. | | | | | | | |
| 47-300-602 KERR COUNTY CONTRIBUTION | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 47-300-603 CITY OF KERRVILLE CONTRIBUT | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 47-300-604 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 |
| LEASE/RENTAL INCOME | | | | | | | |
| 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 | 1,738.81 | 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 |
| FUEL SALES-AVIATION | | | | | | | |
| 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- |
| PROCEEDS | | | | | | | |
| 47-370-260 SURPLUS PROPERTY SALE | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 47-370-975 INSURANCE PROCEEDS | 0 | 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 |
| MISCELLANEOUS | | | | | | | |
| 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 |
| INTEREST INCOME | | | | | | | |
| 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 | 475,384.74 | 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 |
|--|-----------------|----------------|----------------------|----------------------------|-------------------------|-------------------|--------------------|
| SALARIES AND BENEFITS | | | | | | | |
| 47-700-100 TENTATIVE BENEFITS | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 47-700-101 Airport Manager | 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 |
|--|-----------------|----------------|----------------------|----------------------------|-------------------------|-------------------|--------------------|
| PERSONNEL | | | | | | | |
| 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 |
| SUPPLIES | | | | | | | |
| 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 |
| MAINTENANCE | | | | | | | |
| 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 REPAI | 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 RANGER 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 |
| PROFESSIONAL SERVICES | | | | | | | |
| 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 |
| UTILITIES | | | | | | | |
| 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 |
| CAPITAL | | | | | | | |
| 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 |
|------------------------|-----------------|----------------|----------------------|----------------------------|-------------------------|-------------------|--------------------|
| CONTINGENCY | | | | | | | |
| 47-600-512 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 |
| TOTAL AIRPORT | 213,691 | 922,813 | 39,779.06 | 287,141.75 | 245,850.66 | 635,670.75 | 60.88 |

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 |
|--|-----------------|----------------|----------------------|----------------------------|-------------------------|-------------------|--------------------|
| UTILITIES | | | | | | | |
| 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 | <u>17,000</u> | <u>18,000</u> | <u>3,211.05</u> | <u>11,871.86</u> | <u>9,694.90</u> | <u>6,128.14</u> | <u>34.05</u> |
| TOTAL TERMINAL | 17,000 | 18,000 | 3,211.05 | 11,871.86 | 9,694.90 | 6,128.14 | 34.05 |
| TOTAL EXPENDITURES | 447,500 | 1,157,622 | 61,509.71 | 460,464.39 | 405,074.38 | 697,157.11 | 60.22 |
| 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 | 69,642.16 | 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 | 2,037.70 | 16,981.50 | 0.00 | 12,444.48 | 6,313.50 | 27.10 |
| 47-700-203 RETIREMENT | 21,234 | 21,234 | 1,620.20 | 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 | 149,520.82 | 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/HAVING 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 | 534.00 | 0.00 | 646.00 | 366.00 | 36.60 |
| 47-800-305 EQUIPMENT RENTAL | 2,500 | 2,500 | 185.74 | 1,264.60 | 0.00 | 1,591.17 | 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 | 653.58 | 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 | 62.22 |
| TOTAL AIRPORT | 213,691 | 922,813 | 39,779.06 | 188,865.08 | 98,276.67 | 245,650.66 | 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 | 6.07 |
| 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 | 16,000 | 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 | 362,167.72 | 98,276.67 | 405,074.38 | 697,157.11 | 39.78 |

48 -AIRPORT CAPITAL

| ACCOUNT# | TITLE | |
|--|------------------------|--|
| ASSETS | | |
| 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> | |
| TOTAL ASSETS | <u>9,221.21</u> | |
| 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 | 153,934.53 | |
| TOTAL EXPENSES | 184,485.13 | |
| TOTAL REVENUE OVER/(UNDER) EXPENSES | (30,550.60) | |
| TOTAL EQUITY & REV. OVER/(UNDER) EXP. | <u>9,221.21</u> | |
| TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. | <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 |
|--|------------------|------------------|------------------|----------------------|-------------------------|-------------------|--------------------|
| REIMBURSEMENTS | | | | | | | |
| 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 |
| INTERGOVERNMENTAL REV | | | | | | | |
| 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 |
| MISCELLANEOUS | | | | | | | |
| 48-375-601 MISCELLANEOUS | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MISCELLANEOUS | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GRANT REVENUE | | | | | | | |
| 48-400-100 CAPITAL GRANTS TX DOT | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL GRANT REVENUE | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER REVENUE | | | | | | | |
| 48-360-100 INTEREST EARNINGS | 0 | 0 | 0.08 | 0.53 | 30.58 | (0.53) | 0.00 |
| TOTAL OTHER REVENUE | 0 | 0 | 0.08 | 0.53 | 30.58 | (0.53) | 0.00 |
| TRANSFERS IN | | | | | | | |
| 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 |
|---|------------------|------------------|----------------------|----------------------------|-------------------------|-------------------|--------------------|
| <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 | 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 |
| TOTAL Capital Outlay | 1,143,072 | 1,143,072 | 21,744.31 | 184,695.13 | 90,605.76 | 958,376.87 | 83.84 |
| TOTAL EXPENDITURES | 1,143,072 | 1,143,072 | 21,744.31 | 184,695.13 | 90,605.76 | 958,376.87 | 83.84 |
| 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 RAMP 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 CROSSHIND 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 CONSTRUCTION | 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 |
| TOTAL Capital Outlay | 1,143,072 | 1,143,072 | 21,744.31 | 184,485.13 | 210.00 | 90,605.76 | 958,376.87 | 16.16 |
| TOTAL EXPENDITURES | 1,143,072 | 1,143,072 | 21,744.31 | 184,485.13 | 210.00 | 90,605.76 | 958,376.87 | 16.16 |

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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| 1. | VISTOR'S FORUM | 3 |
| 2. | KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM | 3 |
| 3. | CONSENT AGENDA | 3 |
| | 3 A. Approval of the Board Minutes for May 26, 2021 Meeting Minutes | 3 |
| 4. | DISCUSSION AND POSSIBLE ACTION | |
| | 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 | |
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| | 2. Airport site work for box hangars | |
| | 3. Administration tasks | |
| 5. | <u>ADJOURNMENT</u> | |

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

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 $\frac{1}{2}$ 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

DR. MARK MOSIER
PRESIDENT

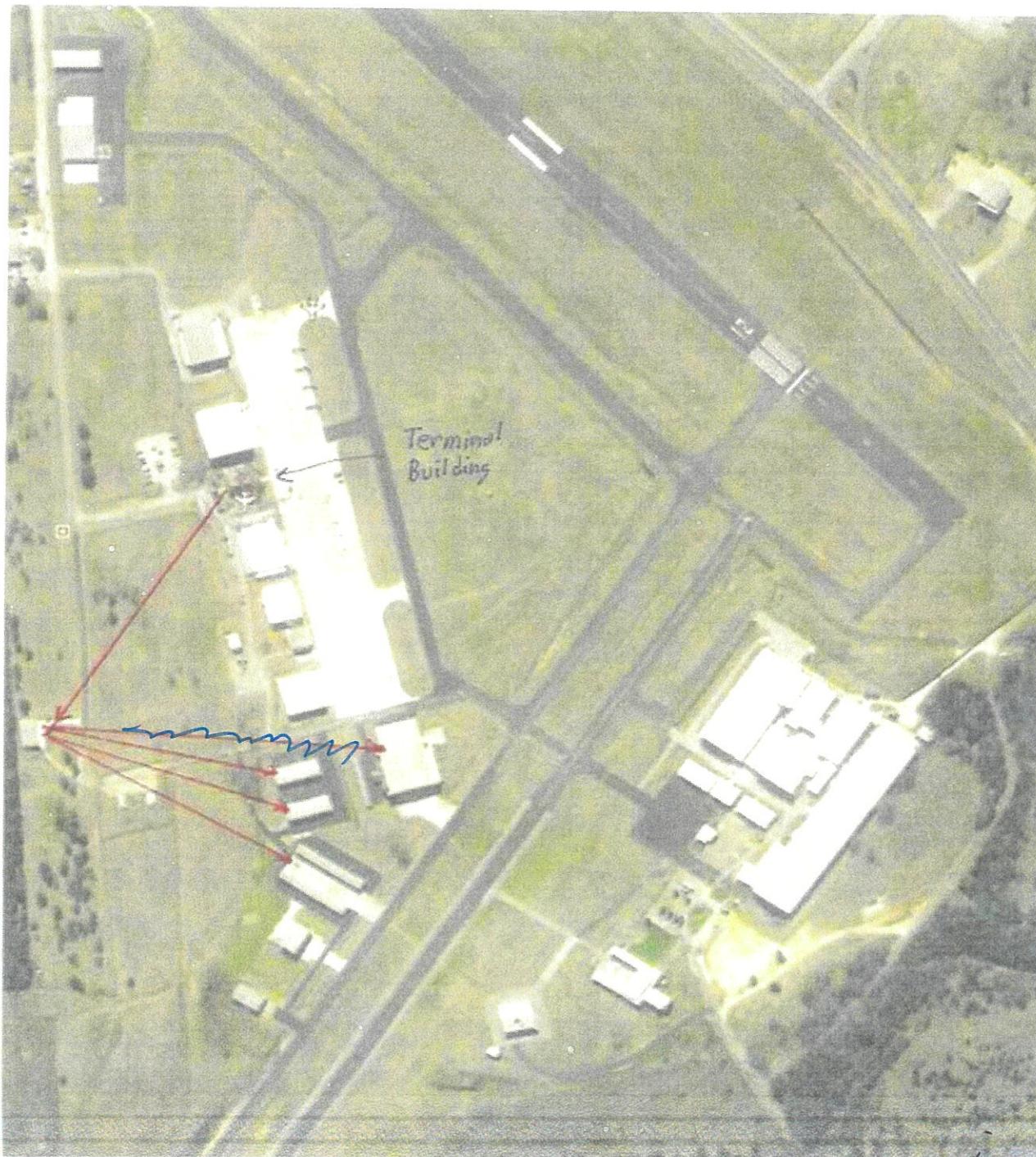
1877 AIRPORT LOOP
KERRVILLE, TX 78028

Kerrville Airport



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.

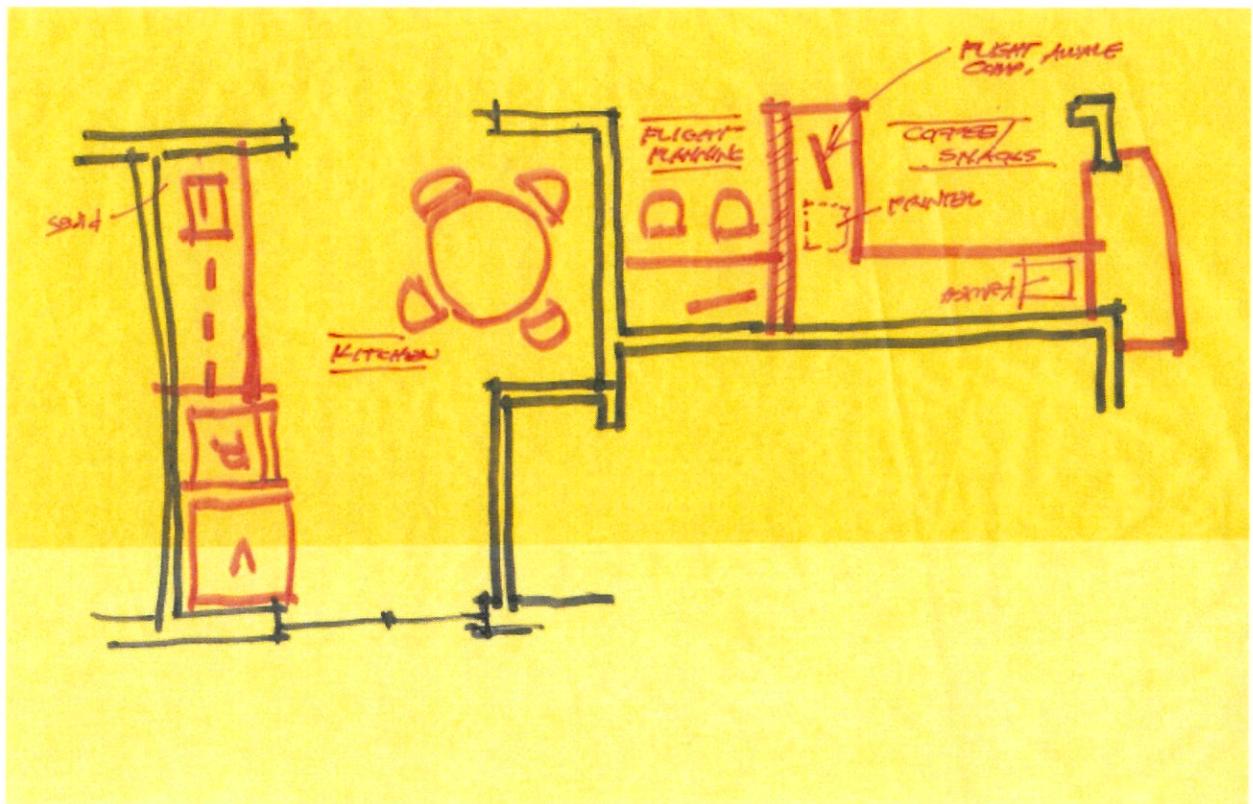
D. Fourth Phase- (Women's restroom and Pilot's restroom)

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

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.



125 EAST 11TH 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

OUR GOALS

MAINTAIN A SAFE SYSTEM • ADDRESS CONGESTION • CONNECT TEXAS COMMUNITIES • BEST IN CLASS STATE AGENCY
An Equal Opportunity Employer

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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

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