

**AGENDA
REGULAR MEETING OF THE
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
AUGUST 25, 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 July 28, 2021 Board Meeting Minutes

4. DISCUSSION AND POSSIBLE ACTION

4A. Monthly Financials, July 2021 - James Robles

4B. Monthly Update Kerrville Aviation – Joe Kennedy

4C. Approve Airport Budget FY 2022 Version G

4D. Approve FY 2021 Fund Balance Commitment for Brinkman Door Repairs

4E. Approve TxDOT Application Flyin' Diesel Airport Race on October 23, 2021

4F. General airport update – Mary Rohrer

1. TxDOT Projects

a. Row Hangar Update

b. Timing of Statewide Pavement program

2. Administrative tasks

a. Planning Proposal from Kimley Horn

b. Leasing

5. ADJOURNMENT

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to this event. Please contact the Kerr County Commissioners' Court at 830-792-2211 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the Kerr County Courthouse, Kerrville, Texas, and said notice was posted on the following date and time: _____ at _____ and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Deputy County Clerk, Kerr County, Texas

EXHIBIT 3A

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, July 28, 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

Trey Atkission

Scott Schellhase

John Major

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

Joe Kennedy, Kerrville Aviation

Mark Hess, Hill Country Telephone Cooperative

David Thomas, Hill Country Telephone Cooperative

Stan Kubenka, Visitor

I-N-D-E-X

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4.	DISCUSSION AND POSSIBLE ACTION	
	4A. Monthly Financials, June 2021– James Robles	3
	4B. Monthly Update for Kerrville Aviation – Joe Kennedy	3
	4C. TxDOT funding status for airport capital projects – Mark Mosier	
	4D. Wi-Fi options for Airport – Mark Mosier	3
	4E. Update on Insurance Claims –	
	1. Brinkman Doors - 2020 Wind Claim	
	2. Terminal Building – 2021 Snow Storm	3
	4F. General Updates – Mary Rohrer	
	1. TxDOT Row Hangar Update	3
	2. Administration tasks	
5.	<u>EXECUTIVE SESSION</u>	
	The Kerrville – Ker County Joint Airport Board reserves the right to discuss any of the above items in executive closed session if they meet the qualifications in Sections 551.071 (consultation with attorney), <u>551.072 (deliberation regarding Real property)</u> , 551.073 (deliberations regarding gifts), 551.074 (personnel matters), 551.075, 551.076 (deliberations regarding security devices) or 551.087 (deliberations regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas	

CALL TO ORDER

1. VISTORS FORUM:

None

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

Mark Mosier, President of the Joint Airport Board introduced and welcomed our newest member John Major and encouraged all of the other Board Members to spend time with John and get to know him.

Mark then announced that Commissioner Tom Moser would be giving up this seat as a County Commissioner as he has sold his home and is moving out the Precinct.

Mark when on to ask that all of the Board Members review the Open Meeting Act training and once completed to print off a certificate that will be kept on file in the Airport Manager's Office.

Mary Rohrer, Airport Manager announced that Jason Slaughter the Maintenance Supervisor at the Airport's wife is pregnant and is due anytime.

3. CONSENT AGENDA

3 A. The Board approved the minutes for the June 23, 2021 meeting with a vote of 5-0. (Exhibit 3A)

4. DISCUSSION AND POSSIBLE ACTION

4D. At this point an agenda adjustment was made for Mark Hess with Hill Country Telephone Cooperative to give a presentation on adding Wi-Fi service to t-hangars A, B, C and D. (See Agenda Item 4D)

4A. James Robles review the financials for June with the board. The board vote 5-0 to accept the financial reports. (See Exhibit 4 A).

4B. Joe Kennedy gave an update on the status of Kerrville Aviation. No action needed

4C. Mark Mosier explained to the Board and audience that the TxDOT funding for capital project scheduled for the next 2 years was put on hold. TxDOT and the Governing body of the state are aware of this and why it was done. The city at the center of the situation has refused the funding from TxDOT and TxDOT is not trying to refund the projects that were affected. No action needed.

4E. Mary Rohrer, Airport Manager gave an update on the Property Insurance Claims from the Wind Storm (See Agenda Item 4E1). She also gave an update on the Property Insurance Claims from the Winter Storm (See Agenda Item 4E). No action needed.

4F. Mary gave an update on the progress of the TxDOT Row hangars (See Agenda Item 4F1 and 4F2). No action needed. Mary also brought to the attention of the board a Draft Proposal for Airport Planning Services received from Pam Keidel-Adams, VP with Kimley-Horn. She, Mark and John will be meeting with pam and the member of the Kimley – Horn team at the at TxDOT Aviation Convention. (See Agenda Item 4F2).NO action needed.

5. The Board went into Executive Session at 10:00 A.M.

6. The Board came out of Executive Session at 10:55 A.M. and no action was taken.

7. The meeting adjourned at 10:57 A.M.

Kerrville-Kerr County Airport Financial Statements

KERRVILLE AIRPORT



For the Month of July, 2021

BALANCE SHEET

AS OF: JULY 31ST, 2021

47 -Airport

ACCOUNT#	TITLE	
ASSETS		
47-103-100	NOW ACCOUNT	845,849.03
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	10,592.25
47-103-850	PREPAID EXPENSE	0.00
		<u>856,441.28</u>
TOTAL ASSETS		<u>856,441.28</u>
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	142,331.28 ✓
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	7,700.00
47-202-125	INTERGOVERNMENTAL PAYABLE	0.00
47-202-999	A/P CREDIT WITH VENDORS	0.00
47-207-090	DUE TO PAYROLL FUND	(719.87)
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	463.23
47-207-202	DUE TO GROUP INSURANCE	0.00
47-207-203	DUE TO RETIREMENT	425.29
47-207-204	DUE TO FED W/H	553.95
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: JULY 31ST, 2021

47 -Airport

ACCOUNT#	TITLE	
47-207-505	DUE TO MUTUAL OF OMAHA VA	14.13
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	13.50
47-207-513	DENTAL SELECT	0.00
47-207-514	VISION	6.12
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	4.28
47-207-522	LONG-TERM DISAB MUT. OF OMAHA	44.63
TOTAL LIABILITIES		<u>173,005.89</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		581,540.52
TOTAL EXPENSES		<u>490,653.53</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		90,886.99
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>683,435.39</u> ✓
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		<u>856,441.28</u>

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF REVENUES - BUDGET VS. ACTUAL
AS OF: JULY 31ST, 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	2,473.78	36,449.28	159,771.36	3,750.72	9.33
47-325-401 LAND & STRUCTURE LEASES	142,000	142,000	11,831.68	118,336.04	0.00	23,663.96	16.66
47-325-601 BRINKMAN HANGER & OFFICE LE	97,000	97,000	10,408.80	86,679.67	83,978.66	10,320.33	10.64
47-325-602 TERMINAL LEASES	13,000	13,000	815.58	14,244.34	13,678.81	1,244.34	9.57
47-325-603 T-HANGAR LEASE	126,000	126,000	10,550.00	116,575.00	114,971.14	9,425.00	7.48
47-325-604 VEHICLE RENT SURCHARGE	3,000	3,000	453.70	2,907.10	2,074.38	92.90	3.10
47-325-605 STORAGE RENTAL	1,300	1,300	164.00	1,594.00	2,265.00	(294.00)	22.62
47-325-625 PARKING LOT LEASES	5,000	5,000	0.00	3,417.50	4,463.00	1,582.50	31.65
TOTAL LEASE/RENTAL INCOME	427,500	427,500	36,697.54	380,202.93	381,202.35	47,297.07	11.06
<u>FUEL SALES-AVIATION</u>							
47-350-601 FUEL FLOW FEES	20,000	20,000	4,933.17	33,523.83	27,430.74	(13,523.83)	67.62
47-350-602 OTHER	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL FUEL SALES-AVIATION	20,000	20,000	4,933.17	33,523.83	27,430.74	(13,523.83)	67.62
<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	38,101.50	98,790.22	0.00	142,331.28	59.03
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	38,101.50	98,790.22	0.00	542,331.28	84.59
<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	4.33	23.54	283.92	(23.54)	0.00
TOTAL INTEREST INCOME	0	0	4.33	23.54	283.92	(23.54)	0.00
TOTAL REVENUES	447,500	1,157,622	79,736.54	581,540.52	408,917.01	576,080.98	49.76

STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL

AS OF: JULY 31ST, 2021

47 -Airport

SALARIES & BENEFITS

% OF YEAR COMPLETED: 83.33

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	73,773.13	0.00	70,376.78	14,626.87	16.55
47-700-102 EXECUTIVE ASSISTANT PART TI	31,162	31,162	2,637.18	26,013.90	0.00	23,902.27	5,148.10	16.52
47-700-104 Airport Maintenance Staff	38,400	38,400	3,249.22	32,265.15	0.00	30,551.83	6,134.85	15.98
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	9,608.12	0.00	9,520.26	2,504.88	20.69
47-700-202 GROUP INSURANCE	24,000	23,295	2,037.78	19,019.28	0.00	13,827.20	4,275.72	18.35
47-700-203 RETIREMENT	21,234	21,234	1,628.28	17,139.62	0.00	16,532.17	4,094.38	19.28
47-700-204 WORKMAN'S COMP	1,300	2,005	0.00	1,460.00	0.00	928.00	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	146.16	0.00	104.40	53.84	26.92
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	17,974.58	179,425.36	0.00	165,742.91	37,383.64	82.76

STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL

AS OF: JULY 31ST, 2021

47 -Airport

AIRPORT

% OF YEAR COMPLETED: 83.33

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	723.98	947.55	0.00	3,246.73	3,052.45	76.31
47-800-101 OFFICE SUPPLIES	2,700	2,700	17.96	1,525.97	0.00	2,374.75	1,174.03	43.48
47-800-102 SMALL TOOLS & EQUIP	2,000	2,000	144.62	1,089.84	72.37	1,296.52	837.79	41.89
47-800-104 FUEL & OIL SUPPLIES	3,000	3,000	0.00	1,055.08	40.96	1,275.93	1,903.96	63.47
47-800-106 JANITORIAL SERVICES	6,000	6,000	600.61	5,349.03	237.88	4,261.14	413.09	6.88
47-800-110 LANDSCAPING	8,000	8,000	69.65	5,703.49	550.00	3,250.00	1,746.51	21.83
47-800-112 WEARING APPAREL	1,000	1,000	16.40	338.81	8.20	485.20	652.99	65.30
47-800-200 LAND MAINT/MOWING CONTRACT	37,500	37,500	7,500.00	22,500.00	7,500.00	30,000.00	7,500.00	20.00
47-800-201 BUILDING & STRUCTURES REPAIR	35,000	104,000	12,491.60	54,322.52	10,000.00	0.00	39,677.48	38.15
47-800-202 BUILDING & STRUCTURE MAINT.	9,000	9,000	1,339.77	3,316.23	130.00	18,852.05	5,553.77	61.71
47-800-203 VEHICLE MAINTENANCE	2,500	2,000	7.50	1,454.74	524.46	2,500.00	20.80	1.04
47-800-205 AIRSIDE MAINTENANCE	5,000	4,500	1,253.26	3,484.15	0.00	2,162.72	1,015.85	22.57
47-800-215 2020 WIND DAMAGE REPAIRS IN	0	199,636	38,101.50	57,304.76	1,060.20	134,850.00	141,271.08	70.76
47-800-220 1815 HANGER DOOR REPAIR A.P	0	400,000	37,266.54	41,194.46	1,060.20	0.00	357,745.34	89.44
47-800-225 2021 WINTER STORM REPAIRS	0	41,485	6,175.00	29,190.23	9,250.00	0.00	3,045.23	7.34
47-800-302 PROPERTY INSURANCE	15,000	15,000	3,530.75	12,659.00	0.00	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	141.76	1,406.36	18.00	1,911.84	1,075.64	43.03
47-800-307 MARKETING	10,000	10,000	5.00	429.69	0.00	76.08	9,570.31	95.70
47-800-311 LEGAL SERVICES	6,000	6,000	150.00	925.00	0.00	4,200.00	5,075.00	84.58
47-800-312 PROFESSIONAL SERVICES	15,000	15,000	550.00	11,132.57	0.00	16,579.83	3,867.43	25.78
47-800-401 Phone Service - Cell	1,500	1,500	56.58	925.58	110.70	1,011.08	463.72	30.91
47-800-404 WATER & SEWER	2,200	3,700	115.72	3,169.30	0.00	1,360.32	530.70	14.34
47-800-406 LIGHT AND POWER	15,000	15,000	183.27	13,620.61	0.00	14,471.32	1,379.39	9.20
47-800-503 DUES AND SUBSCRIPTION	1,000	1,000	0.00	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	365.00	0.00	423.01	1.69
47-800-512 CONTINGENCY	<u>3,791</u>	<u>3,791</u>	<u>0.00</u>	<u>674.05</u>	<u>0.00</u>	<u>3,900.00</u>	<u>3,116.95</u>	<u>82.22</u>
TOTAL AIRPORT	213,691	924,313	110,074.93	298,940.01	30,927.97	260,448.01	594,444.52	35.69

STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL

AS OF: JULY 31ST, 2021

47 -Airport

TERMINAL

% OF YEAR COMPLETED: 83.33

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	258.00	3,758.00	0.00	997.70	0.00	0.00
47-801-301 LIGHT & POWER	9,000	7,242	0.00	4,517.23	0.00	6,006.07	2,724.77	37.62
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	<u>3,000</u>	<u>3,000</u>	<u>158.30</u>	<u>1,696.51</u>	<u>0.00</u>	<u>1,963.31</u>	<u>1,303.49</u>	<u>43.45</u>
TOTAL TERMINAL	17,000	16,500	416.30	12,288.16	0.00	11,128.64	4,211.84	74.47
TOTAL EXPENDITURES	447,500	1,157,622	128,465.81	490,653.53	30,927.97	437,319.56	636,040.00	45.06

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
 AS OF: JULY 31ST, 2021

47 -Airport
 SALARIES & BENEFITS

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<u>SALARIES AND BENEFITS</u>							
47-700-100 TENTATIVE BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00
47-700-101 Airport Manager	88,400	88,400	7,480.00	73,773.13	70,376.78	14,626.87	16.55
47-700-102 EXECUTIVE ASSISTANT PART TI	31,162	31,162	2,637.18	26,013.90	23,902.27	5,148.10	16.52
47-700-104 Airport Maintenance Staff	38,400	38,400	3,249.22	32,265.15	30,551.83	6,134.85	15.98
47-700-150 ACCRUED COMP TIME	0	0	0.00	0.00	0.00	0.00	0.00
47-700-201 FICA	12,113	12,113	926.46	9,608.12	9,520.26	2,504.88	20.68
47-700-202 GROUP INSURANCE	24,000	23,295	2,037.78	19,019.28	13,827.20	4,275.72	18.35
47-700-203 RETIREMENT	21,234	21,234	1,628.28	17,139.62	16,532.17	4,094.38	19.28
47-700-204 WORKMAN'S COMP	1,300	2,005	0.00	1,460.00	928.00	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	146.16	104.40	53.84	26.92
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	17,974.58	179,425.36	165,742.91	37,383.64	17.24
 TOTAL SALARIES & BENEFITS	 216,809	 216,809	 17,974.58	 179,425.36	 165,742.91	 37,383.64	 17.24

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: JULY 31ST, 2021

47 -Airport
AIRPORT

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP. + ENCUM.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
PERSONNEL							
47-800-008 PROF. DVMT/TRAINING	4,000	4,000	723.98	947.55	3,246.73	3,052.45	76.31
TOTAL PERSONNEL	4,000	4,000	723.98	947.55	3,246.73	3,052.45	76.31
SUPPLIES							
47-800-101 OFFICE SUPPLIES	2,700	2,700	17.96	1,525.97	2,374.75	1,174.03	43.48
47-800-102 SMALL TOOLS & EQUIP	2,000	2,000	144.62	1,162.21	1,296.52	837.79	41.89
47-800-104 FUEL & OIL SUPPLIES	3,000	3,000	0.00	1,096.04	1,275.93	1,903.96	63.47
47-800-106 JANITORIAL SERVICES	6,000	6,000	600.61	5,586.91	4,261.14	413.09	6.88
47-800-110 LANDSCAPING	8,000	8,000	69.65	6,253.49	3,250.00	1,746.51	21.83
47-800-112 WEARING APPAREL	1,000	1,000	16.40	347.01	485.20	652.99	65.30
TOTAL SUPPLIES	22,700	22,700	849.24	15,971.63	12,943.54	6,728.37	29.64
MAINTENANCE							
47-800-200 LAND MAINT/MOWING CONTRACT	37,500	37,500	7,500.00	30,000.00	30,000.00	7,500.00	20.00
47-800-201 BUILDING & STRUCTURES REPAIR	35,000	104,000	12,491.60	64,322.52	0.00	39,677.48	38.15
47-800-202 BUILDING & STRUCTURE MAINT.	9,000	9,000	1,339.77	3,446.23	18,852.05	5,553.77	61.71
47-800-203 VEHICLE MAINTENANCE	2,500	2,000	7.50	1,979.20	2,500.00	20.80	1.04
47-800-205 AIRSIDE MAINTENANCE	5,000	4,500	1,253.26	3,484.15	2,162.72	1,015.85	22.57
47-800-215 2020 WIND DAMAGE REPAIRS IN	0	199,636	38,101.50	58,364.96	134,850.00	141,271.08	70.76
47-800-220 1815 HANGER DOOR REPAIR A.P	0	400,000	37,266.54	42,254.66	0.00	357,745.34	89.44
47-800-225 2021 WINTER STORM REPAIRS	0	41,485	6,175.00	38,440.23	0.00	3,045.23	7.34
TOTAL MAINTENANCE	89,000	798,122	104,135.17	242,291.95	188,364.77	555,829.55	69.64
PROFESSIONAL SERVICES							
47-800-302 PROPERTY INSURANCE	15,000	15,000	3,530.75	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	141.76	1,424.36	1,911.84	1,075.64	43.03
47-800-307 MARKETING	10,000	10,000	5.00	429.69	76.08	9,570.31	95.70
47-800-311 LEGAL SERVICES	6,000	6,000	150.00	925.00	4,200.00	5,075.00	84.58
47-800-312 PROFESSIONAL SERVICES	15,000	15,000	550.00	11,132.57	16,579.83	3,867.43	25.78
TOTAL PROFESSIONAL SERVICES	49,500	49,500	4,377.51	27,204.62	34,987.75	22,295.38	45.04
UTILITIES							
47-800-401 Phone Service - Cell	1,500	1,500	56.58	1,036.28	1,011.08	463.72	30.91
47-800-404 WATER & SEWER	2,200	3,700	115.72	3,169.30	1,360.32	530.70	14.34
47-800-406 LIGHT AND POWER	15,000	15,000	183.27	13,620.61	14,471.32	1,379.39	9.20
47-800-503 DUES AND SUBSCRIPTION	1,000	1,000	0.00	375.00	162.50	625.00	62.50
TOTAL UTILITIES	19,700	21,200	10.97	18,201.19	17,005.22	2,998.81	14.15
CAPITAL							
47-800-508 RESERVE FOR CAPITAL	25,000	25,000	0.00	24,576.99	0.00	423.01	1.69
TOTAL CAPITAL	25,000	25,000	0.00	24,576.99	0.00	423.01	1.69

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: JULY 31ST, 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/>							
<u>CONTINGENCY</u>							
47-800-512 CONTINGENCY	3,791	3,791	0.00	674.05	3,900.00	3,116.95	82.22
TOTAL CONTINGENCY	3,791	3,791	0.00	674.05	3,900.00	3,116.95	82.22
<hr/>							
TOTAL AIRPORT	213,691	924,313	110,074.93	329,867.98	260,448.01	594,444.52	64.31

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
 AS OF: JULY 31ST, 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	258.00	3,758.00	997.70	0.00	0.00
47-801-301 LIGHT & POWER	9,000	7,242	0.00	4,517.23	6,006.07	2,724.77	37.62
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	158.30	1,696.51	1,963.31	1,303.49	43.45
TOTAL UTILITIES	17,000	16,500	416.30	12,288.16	11,128.64	4,211.84	25.53
<hr/>							
TOTAL TERMINAL	17,000	16,500	416.30	12,288.16	11,128.64	4,211.84	25.53
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TOTAL EXPENDITURES	447,500	1,157,622	128,465.81	521,581.50	437,319.56	636,040.00	54.94
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REVENUE OVER/ (UNDER) EXPENDITURES	0	0 (48,729.27)	59,959.02 (28,402.55) (59,959.02)	0.00

BALANCE SHEET

AS OF: JULY 31ST, 2021

48 -AIRPORT CAPITAL

ACCOUNT#	TITLE		
<u>ASSETS</u>			
48-103-100	NOW ACCOUNT	10,159.95	
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	<u>4,098.70</u>	
			<u>14,258.65</u>
TOTAL ASSETS			<u>14,258.65</u>
<u>LIABILITIES</u>			
48-200-110	RETAINAGE PAYABLE	0.00	
48-200-120	LIABS PAYABLE FROM REC RESTR	0.00	
48-200-140	COK RAMP 2012-2013	0.00	
48-200-150	COUNTY TXDOT REIMB	0.00	
48-202-000	ACCOUNTS PAYABLE	<u>0.00</u>	
TOTAL LIABILITIES			<u>0.00</u>
<u>EQUITY</u>			
48-271-000	UNRESERVED FUND BALANCE	39,771.81	
48-271-001	PRIOR PERIOD ADJUSTMENT	<u>0.00</u>	
TOTAL BEGINNING EQUITY		<u>39,771.81</u>	
TOTAL REVENUE		162,131.97	
TOTAL EXPENSES		<u>187,645.13</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		(25,513.16)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>14,258.65</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>14,258.65</u> ✓

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

48 -AIRPORT CAPITAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	PRIOR YEAR YEAR-TO-DATE	BUDGET REMAINING	% BUDGET REMAINING
<u>REIMBURSEMENTS</u>							
48-350-100 RAMP GRANT TX DOT MATCH	50,000	50,000	0.00	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	0.00	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	4,098.70	34,552.20	0.00	475,505.80	93.23
48-351-103 KERRVILLE CITY PROJECT MATC	510,058	510,058	4,098.70	34,552.20	12,542.00	475,505.80	93.23
TOTAL INTERGOVERNMENTAL REV	560,058	1,070,116	8,197.40	119,104.40	62,542.00	951,011.60	88.87
<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	0.04	0.57	30.76 (0.57)	0.00
TOTAL OTHER REVENUE	0	0	0.04	0.57	30.76 (0.57)	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	8,197.44	162,131.97	90,587.26	957,984.03	85.53

STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL

AS OF: JULY 31ST, 2021

48 -AIRPORT CAPITAL

Capital Outlay

% OF YEAR COMPLETED: 83.33

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	210.00	95,584.74	4,250.00	65,521.76	165.26	0.17
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	2,950.00	8,197.39	0.00	0.00	191,802.61	95.90
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	0.00	22,956.00	0.00	3,341.40	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
TOTAL Capital Outlay	1,143,072	1,143,072	3,160.00	187,645.13	4,250.00	93,947.16	951,176.87	16.79
TOTAL EXPENDITURES	1,143,072	1,143,072	3,160.00	187,645.13	4,250.00	93,947.16	951,176.87	16.79

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: JULY 31ST, 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
AIRPORT CAPITAL							
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	210.00	99,834.74	65,521.76	165.26	0.17
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	2,950.00	8,197.39	0.00	191,802.61	95.90
48-600-112 CONTRACT SERVICES	0	0	0.00	0.00	0.00	0.00	0.00
48-600-113 INSTRUMENTS & APPARATUS	0	0	0.00	0.00	0.00	0.00	0.00
48-600-114 CROSSWIND RUNWAY	0	0	0.00	0.00	0.00	0.00	0.00
48-600-115 T-HANGER 10% MATCH/SITE PRE	289,650	289,650	0.00	14,907.00	10,350.00	274,743.00	94.85
48-600-116 MAINTENANCE BLDG RENOVATION	22,956	22,956	0.00	22,956.00	3,341.40	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	3,160.00	191,895.13	93,947.16	951,176.87	83.21
 TOTAL Capital Outlay	 1,143,072	 1,143,072	 3,160.00	 191,895.13	 93,947.16	 951,176.87	 83.21
 TOTAL EXPENDITURES	 1,143,072	 1,143,072	 3,160.00	 191,895.13	 93,947.16	 951,176.87	 83.21
 REVENUE OVER/(UNDER) EXPENDITURES	 (22,956)	 (22,956)	 5,037.44	 (29,763.16)	 (3,359.90)	 6,807.16	 29.65-

AIRPORT BOARD AGENDA ITEM 4C
MEETING DATE: August 25, 2021

FROM: Mary Rohrer
SUBJECT: Budget Adjustments for 27 pay periods in FY 2022



After the Board had approved the FY 2022 Budget it was brought to our attention there will be 27 pay periods in FY 2022 which would require adjustments to be made to salaries and benefits in the airport budget.

With the assistance of the Human Resources department and Auditor's office you will see the worksheet outlining the increases that will have to be put into Salaries, FICA, Group Insurance, Retirement, and Workman's Comp in the FY 2022 Budget.

Adjustments have now been made on the expense side and the budget is again balanced.

Action requested: Board approve Version G of the FY 2022 Joint Airport Budget.

EXHIBIT 40

Worksheet for 27th Payperiod

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
BUDGET FOR FY 2021-2022

Expenses	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022		Increase 27th Pay Period	2 pays of : 2 pays of : 2 pays of :	25 pays of: 25 pays of: 25 pays of:			
					PROPOSED	BUDGET						
47-AIRPORT												
SALARIES & BENEFITS												
47-700-101 AIRPORT MANAGER	98,546	92,068	88,230	88,400	90,200	\$ 93,530.77	\$ 3,330.77	\$ 3,400.00	\$ 3,469.23	\$	\$	93,530.75
47-700-102 OFFICE PERSONNEL	26,630	28,857	27,369	31,162	34,700	\$ 35,762.82	\$ 1,062.82	\$ 1,198.72	\$ 1,334.62	\$	\$	35,762.94
47-700-104 AIRPORT MAINTENANC	36,000	37,264	38,577	38,400	39,200	\$ 40,646.15	\$ 1,446.15	\$ 1,476.92	\$ 1,507.69	\$	\$	40,646.09
47-700-205 OVERTIME							\$ 5,839.74					
47-700-201 FICA	12,738	11,301	11,756	12,113	12,500		\$ 501.00					
47-700-202 GROUP INSURANCE	14,348	16,035	17,248	24,000	27,000							
47-700-203 RETIREMENT	20,982	18,953	20,212	21,234	23,000		\$ 2,322.00					
47-700-204 WORKMAN'S COMP	1,497	856	1,602	1,300	1,300		\$ 800.00					
47-700-206 BASIC INSURANCE	117	127	131	200	200		\$ 3,623.00					
SUBTOTAL SALARIES & BENEFITS	210,858	195,461	205,125	216,809	228,100	169,939.74	\$ 9,463					169,939.78

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD						
BUDGET FOR FY 2021-2022						
Version G	Adjustment for 27th Pay Period	2018	2019	2020	2021	PROPOSED
8/23/2021		Actual	Actual	Actual	Budget	BUDGET
47-AIRPORT						
INTERGOVERNMENTAL REVENUE						
47-300-602	KERR COUNTY	0	0	-	-	0
47-300-603	KERRVILLE	0	0	-	0	0
47-300-604	GRANTS					
TOTAL INTERGOVERNMENTAL REVENUE		0	0	-		0
LEASE/RENTAL INCOME						
47-325-301	AIRPORT LAND LEASES	154,473	157,893	187,773	40,200	40,600
47-325-401	AIRPORT LAND AND STRUCTURES				142,000	142,000
47-325-601	1815 AIRPORT LOOP HANGAR and OFFICES	69,469	73,718	98,814	97,000	98,000
47-325-602	TERMINAL LEASES	12,797	12,501	15,252	13,000	15,300
47-325-603	T-HANGAR LEASES	117,851	118,293	123,614	126,000	126,000
47-325-604	VEHICLE RENTAL SURCHARGE	3,447	4,017	2,827	3,000	3,000
47-325-605	T-HANGAR STORAGE FACILITY LEASES	2,200	2,167	2,595	1,300	2,000
47-325-625	PARKING LOT LEASES	4,675	5,668	4,659	5000	3,400
TOTAL LEASE/RENTAL INCOME		364,912	374,257	435,534	427,500	430,300
FUEL SALES - AVIATION						
47-350-601	FUEL FLOWAGE FEES	33,439	38,462	40,060	20,000	40,000
47-350-602	OTHER	0				
TOTAL FUEL SALES		33,439	38,462	40,060	20,000	40,000
	Rental income and fees	398,351	412,719	475,594	447,500	470,300
PROCEEDS						
47-370-260	SURPLUS PROPERTY SALE		2,000			
47-370-975	INSURANCE PROCEEDS		165,359	132,155	67,480	
47-370-980	APPROPRIATED FUND BALANCE					
47-375-601	MISSCELLANEOUS	2,500	890			
INTEREST INCOME						
47-380-601	INTEREST INCOME	329	498	286		
TOTAL INTEREST & PROCEEDS		2,829	168,747	132,441	67,480	
47-390-610	TRANSFER IN	0	0			
TOTAL TRANSFER IN		0				
*** TOTAL REVENUES ***		401,180	746,825	740,190	514,980	470,300

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD						
BUDGET FOR FY 2021-2022						
Expenses	2018 Actual	2019 Actual	2,020 Actual	2021 Budget	PROPOSED BUDGET	
47-AIRPORT						
SALARIES & BENEFITS						
47-700-101 AIRPORT MANAGER	98,546	82068	88,230	88400		93531
47-700-102 OFFICE PERSONNEL	26,630	28857	27,369	31162		35763
47-700-104 AIRPORT MAINTENANCE STAFF	36,000	37264	38,577	38400		40646
47-700-205 OVERTIME						
47-700-201 FICA	12,738	11301	11,756	12113		13001
47-700-202 GROUP INSURANCE	14,348	16035	17,248	24000		27000
47-700-203 RETIREMENT	20,982	18953	20,212	21234		25322
47-700-204 WORKMAN'S COMP	1,497	856	1,602	1300		2100
47-700-206 BASIC INSURANCE	117	127	131	200		200
SUBTOTAL SALARIES & BENEFITS	210,858	195,461	205,125	216,809		237,563
EXPENSES						
47-800-008 PROFESSIONAL DEVELOPMENT	6,700	5335	3,247	4000		4000
SUPPLIES						
47-800-101 OFFICE SUPPLIES and EQUIPMENT	1,603	1876	2,484	2700		2200
47-800-102 SMALL TOOLS AND EQUIPMENT	2,851	1604	2,204	2000		2000
47-800-104 FUEL	2,414	3012	1,700	3000		2000
47-800-105 JANITORIAL SERVICES	1,605	1543	5,944	6000		7000
47-800-110 LANDSCAPING	96	1576	3,250	8000		8000
47-800-112 WEARING APPAREL	1,024	940	520	1000		1000
MAINTENANCE						
47-800-200 MOWING	30,000	30,000	37,500	37500		30000
47-800-201 BUILDINGS AND STRUCTURES REPAIRS	453	9529		35,000		68037
47-800-202 BUILDINGS AND STRUCTURES MAINTENANCE	12,911	24130	24,726	9,000		9000
47-800-203 VEHICLE MAINTENANCE	2,000	2599	2,625	2,500		1500
47-800-205 AIRSIDE MAINTENANCE	4,284	2947	6,399	5000		15000
47-800-215 STORM DAMAGE REPAIRS			150,655			
SUBTOTAL- Prof Dev, Supplies, Repairs and Maint, Other	65,941	85,091	90,599	115,700		149,737

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD						
BUDGET FOR FY 2021-2022						
		2018	2019	2,020	2021	PROPOSED
		Actual	Actual	Actual	Budget	BUDGET
Expenses (continued)						
<u>OTHER</u>						
47-800-302	PROPERTY INSURANCE (County)	9126	10191	11,574	15000	15000
47-800-303	LIABILITY INSURANCE (City)	761	658	646	1000	1000
47-800-305	OFFICE EQUIPMENT RENTAL	2323	1937	2,460	2500	2100
47-800-307	MARKETING	521	2114	851	10000	8000
47-800-311	LEGAL SERVICES	5690	6819	5,400	6000	5550
47-800-312	PROFESSIONAL SERVICES	10376	10375	16,580	15000	15000
<u>UTILITIES</u>						
47-800-401	CELL PHONES	1386	1491	1,237	1500	1500
47-800-404	WATER & SEWER	1565	1638	1,677	2200	2000
47-800-406	LIGHT AND POWER	18181	17733	17,687	15000	15000
47-800-503	DUES AND SUBSCRIPTIONS	738	438	538	1000	750
<u>RESERVE AND CONTINGENCY</u>						
47-800-508	RESERVE	12287	5685		25000	
47-800-512	CONTINGENCY	1511	2547	14,502	3790	0
<u>TERMINAL EXPENSES</u>						
47-801-300	FIRE ALARM MONITORING/INSPECTIONS	530	908	1,279	1000	3600
47-801-301	LIGHT & POWER	8092	7600	7,944	9000	7500
47-801-302	PROPANE GAS	2673	2993	2,747	4000	3000
47-801-303	WATER & SEWER	3767	2517	2,485	3000	3000
SUBTOTAL- Other, Utilities, Reserve and Contingency, Terminal		79,527	75,644	87,607	114,990	83,000
*** TOTAL EXPENSES ***						
		356,326	356,196	383,331	447,499	470,300
REVENUE OVER/(UNDER) EXPENDITURES						
		44,854	390,629	356,859	67,481	0
DIFF TOTAL REVENUES Less TOTAL EXPENSES:						
						\$ 0

AIRPORT BOARD AGENDA ITEM 4D
MEETING DATE: August 25, 2021



FROM: Mary Rohrer
SUBJECT: Fund Balance Commitment
For Brinkman Door Repair

Please approve the attached fund balance commitment.

This resolution is to improve the usefulness, including the understandability, of the airport's balance information for our owners. This allocates funding specifically for the Brinkman Door repair and commits fund balance to this specific task.

EXHIBIT 4D

Kerrville-Kerr County Joint Airport Board Kerrville, Texas

A RESOLUTION COMMITTING AVAILABLE FUND BALANCE OF \$432,163 IN ACCORDANCE WITH STATEMENT NO. 54 OF THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD.

A. WHEREAS, the objective of Statement No. 54 of the Governmental Accounting Standards Board, *Fund Balance Reporting and Governmental Fund Type Definitions*, ("GASB 54") is to improve the usefulness, including the understandability, of governmental fund balance information by providing more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent; and

B. WHEREAS, GASB 54 provides that governmental funds should be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent; and

C. WHEREAS, those fund balance classifications identified in GASB 54 (generally from the highest to lowest level of constraint) are: *Nonspendable, Restricted, Committed, Assigned and Unassigned*, and;

D. WHEREAS, the Kerrville-Kerr County Joint Airport Board is the highest level of decision making authority for the airport and has the authority to commit, assign, and evaluate fund balance classifications and identify the intended uses of committed or assigned funds; and

E. WHEREAS, GASB 54 provides that formal action of the government's highest level of decision-making authority that commits fund balance to a specific purpose should occur prior to the end of the reporting period; and

F. WHEREAS, the Kerrville-Kerr County Airport has contracted with JKBernhard ("JKB") to repair and upgrade the damaged Brinkman Hangar doors located at 1815 Airport Loop in the amount of \$575,435 (including bonding fees and approved Change Order 1 with JKB). In addition, additional costs of up to \$40,000 are anticipated at this time, consisting of an estimated \$12,000 for aircraft storage for five aircraft during construction for up to ten weeks, additional structural steel support for doors \$20,000 and \$8,000 for miscellaneous repairs to walls and insulation, bringing the total estimated cost of repair and upgrade of Brinkman Hangar to \$615,435 (i.e., \$575,435 plus \$40,000), and;

G. WHEREAS, the Kerrville-Kerr County Airport has received insurance proceeds of \$183,272 to date (net of a depreciation hold back of \$96,289) and therefore expects that upon completion and receipt of the related insurance holdback, to receive a total of \$279,561 in insurance proceeds related to this Brinkman repair and upgrade project, and;

NOW THEREFORE BE IT RESOLVED that KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD has determined that total estimated costs of \$432,163 on the Brinkman Hangar repair and upgrade project (i.e., the amount that exceeds the total estimated insurance received to date of \$183,272) will be funded from its fund balance, and any amounts that remain unpaid from time to time within this estimate, should be reflected as *Committed* fund balance in the airport's financial statements in accordance with GASB 54.

The funds designated herein as *Committed* cannot be used for any other purpose other than directed above, unless the KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD adopts another resolution to remove or change the constraint.

PASSED AND APPROVED on the _____ day of _____, 20__, by the KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

MARK MOSIER, President

STEPHEN SCHMERBECK, Vice President

TREY ATKISSION, Board Member

SCOTT SCHELLHASE, Board Member

JOHN MAJOR, Board Member

**Kerrville-Kerr County Joint Airport Board
Kerrville, Texas**

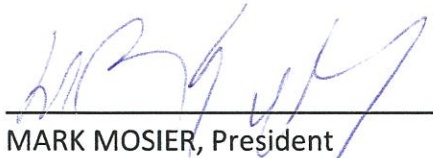
**A RESOLUTION COMMITTING AVAILABLE FUND BALANCE OF \$432,163 IN ACCORDANCE WITH
STATEMENT NO. 54 OF THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD.**

- A. WHEREAS**, the objective of Statement No. 54 of the Governmental Accounting Standards Board, *Fund Balance Reporting and Governmental Fund Type Definitions*, ("GASB 54") is to improve the usefulness, including the understandability, of governmental fund balance information by providing more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent; and
- B. WHEREAS**, GASB 54 provides that governmental funds should be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent; and
- C. WHEREAS**, those fund balance classifications identified in GASB 54 (generally from the highest to lowest level of constraint) are: *Nonspendable, Restricted, Committed, Assigned and Unassigned*, and;
- D. WHEREAS**, the Kerrville-Kerr County Joint Airport Board is the highest level of decision making authority for the airport and has the authority to commit, assign, and evaluate fund balance classifications and identify the intended uses of committed or assigned funds; and
- E. WHEREAS**, GASB 54 provides that formal action of the government's highest level of decision-making authority that commits fund balance to a specific purpose should occur prior to the end of the reporting period; and
- F. WHEREAS**, the Kerrville-Kerr County Airport has contracted with JKBernhard ("JKB") to repair and upgrade the damaged Brinkman Hangar doors located at 1815 Airport Loop in the amount of \$575,435 (including bonding fees and approved Change Order 1 with JKB). In addition, additional costs of up to \$40,000 are anticipated at this time, consisting of an estimated \$12,000 for aircraft storage for five aircraft during construction for up to ten weeks, additional structural steel support for doors \$20,000 and \$8,000 for miscellaneous repairs to walls and insulation, bringing the total estimated cost of repair and upgrade of Brinkman Hangar to \$615,435 (i.e., \$575,435 plus \$40,000), and;
- G. WHEREAS**, the Kerrville-Kerr County Airport has received insurance proceeds of \$183,272 to date (net of a depreciation hold back of \$96,289) and therefore expects that upon completion and receipt of the related insurance holdback, to receive a total of \$279,561 in insurance proceeds related to this Brinkman repair and upgrade project, and;

NOW THEREFORE BE IT RESOLVED that KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD has determined that total estimated costs of \$432,163 on the Brinkman Hangar repair and upgrade project (i.e., the amount that exceeds the total estimated insurance received to date of \$183,272) will be funded from its fund balance, and any amounts that remain unpaid from time to time within this estimate, should be reflected as *Committed* fund balance in the airport's financial statements in accordance with GASB 54.

The funds designated herein as *Committed* cannot be used for any other purpose other than directed above, unless the KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD adopts another resolution to remove or change the constraint.

PASSED AND APPROVED on the 25 day of Aug, 2021, by the KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD


MARK MOSIER, President


STEPHEN SCHMERBECK, Vice President


TREY ATKISSON, Board Member


SCOTT SCHELLHASE, Board Member

JOHN MAJOR, Board Member

\$183,272) will be funded from its fund balance, and any amounts that remain unpaid from time to time within this estimate, should be reflected as *Committed* fund balance in the airport's financial statements in accordance with GASB 54.

The funds designated herein as *Committed* cannot be used for any other purpose other than directed above, unless the KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD adopts another resolution to remove or change the constraint.

PASSED AND APPROVED on the 25 day of Aug, 2021, by the KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD


MARK MOSIER, President


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TREY ATKISSON, Board Member


SCOTT SCHELLHASE, Board Member


JOHN MAJOR, Board Member

AIRPORT BOARD AGENDA ITEM 4E- Airport Race Wars 2
MEETING DATE: August 25, 2021

FROM: Mary Rohrer
SUBJECT: TxDOT Application for Flyin Diesel Race on October 23 2021



Attached is a new form from TxDOT Aviation called "Temporary Closure for Non Aeronautical Special Event Request".

The front page is a synopsis of the event signed by the airport, and the second page is a list of supplemental information to be submitted with the application.

The application has been completed with exhibits and is ready for approval by the Board.

The airport "Sponsor"- Kerr County and City of Kerrville also need to review and authorize the airport to sign the application.

Once signed the application will then be submitted to the appropriate person at TxDOT.

AIRPORT BOARD AGENDA ITEM 4F 1
MEETING DATE: August 25, 2021



FROM: Mary Rohrer
SUBJECT: General Airport Update
TxDOT Projects

1. TxDOT ROW Hangar Project-

We received the submittal from Garver to TxDOT including signed and sealed plans and opinion of costs.

Attached are:

- Estimate of Probable Cost. Note that the budget is less than the estimated cost.
- Site plan of proposed hangar project

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. Statewide Pavement Program

Pavement program funding available Spring 2022 to start work on project scope and plans.

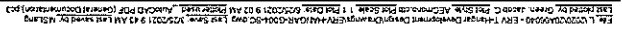
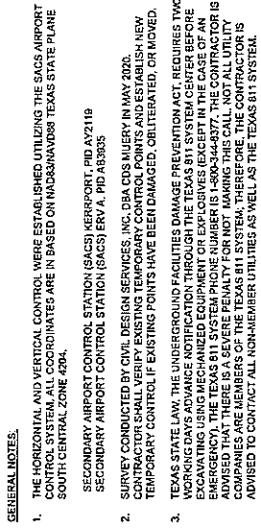
Based on the latest TxDOT draft CIP, including funding discrepancies, this pavement work and airport planning project may be pushed out to FY 2023.

EXHIBIT 4F-1

KERRVILLE-KERR COUNTY AIRPORT
HANGAR DEVELOPMENT (TXDOT CSJ 18HGKERRV)
ENGINEER'S ESTIMATE OF PROBABLE COST - FINAL DESIGN
June 25, 2021

OPINION OF PROBABLE COST			
DESCRIPTION	ENGINEER'S ESTIMATE	CONTINGENCY (APPROX. 10%)	TOTAL
BASE BID (4-UNIT BOX HANGAR)	\$838,000.00	= \$83,800.00	= \$922,000.00
ADDITIVE ALTERNATE I (5-UNIT BOX HANGAR)	\$153,000.00	= \$15,300.00	= \$168,300.00
SUBTOTAL (CONSTRUCTION - BASE BID)			\$922,000.00
SUBTOTAL (CONSTRUCTION - BASE BID + ADDITIVE ALTERNATE I)			\$1,090,300.00
DESIGN PHASE SERVICES			
SUMMARY			TOTAL
DESIGN ENGINEERING (SURVEY, GEOTECHNICAL AND ENGINEERING)			\$118,407.00
SUBTOTAL (DESIGN)			\$118,407.00
CONSTRUCTION PHASE SERVICES			
SUMMARY			TOTAL
CONSTRUCTION ADMINISTRATION			\$80,000.00
RESIDENT PROJECT REPRESENTATIVE SERVICES - FULL TIME			\$90,000.00
CONSTRUCTION MATERIALS TESTING			\$22,000.00
CLOSEOUT SERVICES			\$15,000.00
SUBTOTAL (CONSTRUCTION SERVICES)			\$207,000.00
TOTAL PROJECT SUMMARY			
SUMMARY			TOTAL
TOTAL (CONSTRUCTION + DESIGN + CONSTRUCTION SERVICES: BASE BID)			\$1,248,000.00
TOTAL (CONSTRUCTION + DESIGN + CONSTRUCTION SERVICES + ADD. ALT I)			\$1,416,000.00
PROGRAMMED BUDGET			\$900,000.00

4 UNITS
5 UNITS



AVIATION CAPITAL IMPROVEMENT PROGRAM -- 2022 --2024

Locations, Projects, and Costs

Texas Department of Transportation -- Aviation Division

July 18, 2021

FEDERAL & STATE FY 2023

Federal FY 2023 (October 2022 - September 2023)/State FY 2023 (September 2022 - August 2023)

City & Airport	Project Description	Project Costs		
		Total	Federal	State Local
HOUSTON				
CONROE-NORTH HOUSTON RGNL				
	Construction admin, RPR, testing, contingency	100,000	90,000	0 10,000
Project Totals:		\$ 520,000	\$ 468,000	\$ 0 \$ 52,000
HOUSTON				
HOUSTON-SOUTHWEST				
	Construction admin, RPR, testing, contingency	110,000	99,000	0 11,000
	Rehab apron	75,000	67,500	0 7,500
	Engineering and design for TW and apron rehab	45,000	40,500	0 4,500
	Rehabilitate & mark TWs (7000 x 50)	350,000	315,000	0 35,000
Project Totals:		\$ 580,000	\$ 522,000	\$ 0 \$ 58,000
KERRVILLE				
KERRVILLE MUNI/LOUIS SCHREINER FIELD				
	Surface Treat & Mark RW 12-30 (Statewide)	600,500	0	540,450 60,050
	Rehabilitate apron (25,000 sy)	300,000	0	270,000 30,000
	Surface Treat & Mark RW 3-21 (1,225 x 58)	75,000	0	67,500 7,500
	CADMIN, RPR, Testing, Contingency	200,000	0	180,000 20,000
	E/D for Statewide Surface Treatment (NPE 19,20,21,22)	40,000	0	36,000 4,000
	Surface Treat & Mark Taxiways	575,000	0	517,500 57,500
Project Totals:		\$ 1,790,500	\$ 0	\$ 1,611,450 \$ 179,050
KERRVILLE				
KERRVILLE MUNI/LOUIS SCHREINER FIELD				
	Airport Planning Study	250,000	225,000	0 25,000
Project Totals:		\$ 250,000	\$ 225,000	\$ 0 \$ 25,000
KILLEEN				
SKYLARK FIELD				
	RPR, Contingency, Testing	380,000	342,000	0 38,000
	Rehabilitate and mark parallel taxiway and connector taxiways	1,400,000	1,260,000	0 140,000
	Rehabilitate apron and taxilanes	1,200,000	1,080,000	0 120,000
Project Totals:		\$ 2,980,000	\$ 2,682,000	\$ 0 \$ 298,000

AIRPORT BOARD AGENDA ITEM 4F 2

MEETING DATE: August 25, 2021

FROM: Mary Rohrer
SUBJECT: General Airport Update
Administrative Tasks- Airport Planning Budget



As we discussed in the Annual Meeting, we are in the TxDOT queue for an Airport Planning Study in FY 2023. We requested \$300,000 in the FY 2022 Capital Budget.

Based on additional conversations with City and County representatives after the Annual Meeting, we reached out to planning consultants, including Kimley-Horn, who prepared and facilitated the City's 2050 Plan. Based on phone conversations and meetings with Kimley-Horn, a four phase program was developed:

1. Data Collection and review of existing documents

"The Master Plan, Airport Layout Plan, and Strategic Plan 2020 – 2024 will be reviewed in to evaluate the recommended development in consideration of FAA guidance, especially as it relates to critical aircraft and runway length justification, runway safety area (RSA), runway object free area (ROFA), runway protection zone (RPZ), and other relevant areas."

2. Compliance with FAA Design Standards

"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."

3. Analyze Alternatives

"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."

4. Develop Recommended Development Plan and Airport Capital Improvement Plans

"A 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"

Attached is Kimley Horn's formal proposal (costs and timeline) for Phases 1 and 2. Their fee is \$49,000 (including travel) and five months to complete. Kimley Horn's description of Tasks 3 and 4 are after their formal proposal. Once we receive the results of Task 1 and 2, then we focus and develop scope for Task 3 and maybe a portion of Task 4 in FY 2022. We budgeted \$21,000 for spend in Spring- Summer 2022 to initiate alternative analysis and costs. Total funding request is \$70,000.

Action- Proceed with Task 1 and 2 and request capital funds of \$35,000 from both City and County.

Kimley»Horn

August 20, 2021

Mary Rohrer
Airport Manager,
Kerrville – Kerr County Airport
1877 Airport Loop
Kerrville, TX 78028

RE: Preliminary Airport Planning Services

Kimley-Horn is pleased to provide this scope of services with incorporated timelines and budget for Preliminary Airport Planning Services at Kerrville – Kerr County Airport. The following summarizes the three tasks associated with these preliminary services, starting with background information to set the stage.

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).

Kimley-Horn will also conduct a high-level review of available utilities, environmental conditions (including cultural resources), and confirm the Airport property boundaries depicted in the latest ALP set with the Airport. Existing available data sources will be researched to provide additional context of existing conditions that may affect future development opportunities.

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)
- Compile available data on available utilities, environmental conditions, and Airport property boundaries
- 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 from data provided by Airport
- 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

Estimated Timeline and Budget:

- 3 months from notice to proceed assuming meeting is scheduled within 6 weeks of NTP
- \$18,000 plus travel expenses (to be billed at actual cost)

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. An analysis of the new activity that could be accommodated with the planned runway extension will also be conducted. This analysis can help determine a high-level set of potential benefits that would be derived from a runway extension to compare to the existing benefits of the current runway length.

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
- Analyze potential changes in activity as a result of proposed runway extension
- 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

Estimated Timeline and Budget:

- 2 months from completion of Task 1
- \$21,000

TASK 3: 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

Estimated Timeline and Budget:

- Throughout duration of Tasks 1 and 2 (estimated 5 months total)
- \$5,000

We look forward to the opportunity to work with you and the team at Kerrville – Kerr County Airport. Please contact me at (480)207-2670 or pam.keidel-adams@kimley-horn.com should you have any questions on this scope.

Sincerely,



Pam Keidel-Adams
Vice President

Kimley Horn Phases 3 and 4 Scope, Preliminary Scope letter July 27, 2021

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. 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

AIRPORT BOARD AGENDA ITEM 4F - 2 Leasing

MEETING DATE: August 25, 2021

FROM: Carole Dungan

SUBJECT: Terminal Facility User Agreement - Dynamic Learning Institute



Waverly Jones with the Dietert Center has approach the Airport for the use of the Terminal Building Lobby to host a Presentation by the Dynamic Learning Institute. The event will be on September 28, 2021 to begin at 6:00 PM and end at 7:30 PM. She has completed all necessary forms for the Airport Management and I would ask at this time that we waive all fees for this event.

KERRVILLE-KERR COUNTY AIRPORT
TERMINAL FACILITY
USER AGREEMENT

Parties:

Lessor: Kerrville-Kerr County Airport
Attn: Bruce McKenzie
1877 Airport Loop
Kerrville, Texas 78028

Lessee: Brenda Thompson (Name of Responsible Party)
Dietert Center (Organization)
451 Guadalupe St. (Address)
Kerrville, Tx 78028 (City, State, Zip Code)

Delegation of Authority

The Kerrville-Kerr County Airport is owned jointly by the City of Kerrville and Kerr County ("Owners"). These entities have delegated operation of the Airport to the Joint Airport Board, and as such, the Airport Manager, the Board's designee, is authorized to enter into this use agreement on behalf of the Board and the Owners.

Term:

This Agreement shall be effective for the dates and times reflected in the attached "Reservation and Event Information Form" (Exhibit A).

Premises:

The area(s) of the Kerrville-Kerr County Airport Terminal designated in the attached Exhibit A shall be reserved for the exclusive use by Lessee during the time period(s) listed therein, under the conditions contained in said Exhibit. By entering into this Agreement, Lessee agrees to abide by the conditions contained in this Exhibit.

Consideration:

Lessee agrees to pay to the Kerrville-Kerr County Airport Manager the sum(s) as reflected in the attached Exhibit for use of the identified areas of the Terminal Building during the date(s) and time(s) indicated therein. All amounts must be paid by check, money order or bank draft (payable to the Kerrville-Kerr County Airport); cash will not be accepted. All amounts shall be mailed or delivered to: Kerrville-Kerr County Airport, Attn: Bruce McKenzie, Airport Manager, 1877 Airport Loop, Kerrville, Texas 78028

Reservations:

After Lessee submits a completed "Reservation and Event Information Form," the date(s) agreed upon for the lease period will be held for 5

working days. A deposit of 50% of the total lease amount must be made within five (5) working days of submission of the form, unless otherwise agreed in writing between Lessor and Lessee at the time of reservation. If such payment is not made, the dates will thereafter be available to the public for reservation. Failure of Lessee to pay the remaining balance due on or before fourteen (14) working days before the event will result in cancellation of the event by Lessor, with Lessee being responsible for any and all direct or indirect costs resulting from such cancellation. A Lessee may reserve up to 4 dates within a 12 month period by paying one deposit. Reservation of any date(s) more than 12 months from the date of reservation may be made by payment of a non-refundable deposit of \$500.00 for each date reserved.

Insurance

At least ten (10) working days prior to the planned use of the Terminal facilities, Lessee shall provide Lessor with an ACORD™ Certificate of Insurance evidencing Lessee has Comprehensive Commercial General Liability insurance coverage for bodily injury, death, and property damage limits of at least \$500,000.00 Per Occurrence / \$1,000,000.00 General Aggregate, naming Lessor, Lessee, Kerr County and City of Kerrville as Insured parties under said policy (without condition or cost to Lessor). For any event where alcohol will be served, Lessee must also provide liquor liability insurance coverage with minimum limits of \$500,00.00 per occurrence / \$1,000,000.00 General Aggregate naming Lessor as an Additional Insured. Coverage shall be provided by carriers admitted to do business in the State of Texas as either "Admitted" or accepted Excess Surplus Lines carriers. Insurance shall be in a form and substance satisfactory to Lessor. All carriers must have an "A-" or better, A.M. Best rating. Failure to provide this proof of insurance within the time required may result in cancellation of the event and forfeiture of all deposited funds.

Security:

Lessee agrees to provide sufficient security during the lease term to maintain law and order and to protect the safety and security of all attendees. For any event that will utilize the leased facility after 9:00 p.m. or where liquor is to be served, Lessee shall provide at least one TCLEOSE licensed and commissioned peace officer for security for each 100 persons in attendance, but in no event shall there be fewer than two security officers for any event requiring security, unless otherwise agreed to in writing between the parties prior to the event. It is Lessee's responsibility to arrange for and pay the required security personnel, and to provide Lessor with proof that such services have been arranged at least ten (10) days before

the event. Such security personnel shall be deemed independent contractors for purposes of this agreement and shall operate under the direction and control of Lessee during any event. Failure to comply with the requirement to provide security personnel will result in immediate suspension or cancellation of the event with no refund.

Property Damage:

Lessee shall be responsible for and agrees to pay Lessor for any and all costs of repair or replacement of property damaged or destroyed by Lessee, its agents, representatives, employees or invitees.

Lessee's Personal Property:

Lessor shall not be responsible for loss or damage to personal property belonging to Lessee, its agents, representatives, employees or invitees.

Right of Entry:

Lessor retains the right to enter the leased premises at all times.

Emergency Contact:

If any emergency relating to use of the facility arises outside of regular business hours that requires contacting Lessor, the following telephone number should be used to contact the Airport Manager or his designated representative: 830/____-____.

Assignment/Sublease:

Lessee may not assign or sublease under this Agreement without the express written permission of Lessor.

Indemnity:

Lessee agrees to indemnify and hold Lessor, Kerr County and City of Kerrville harmless from any and all claims or liability for damages to any person or persons for personal injuries or death or loss or damage to property occasioned by or in connection with the use of the leased premises caused by any source whatsoever. Lessee hereby assumes full responsibility for the acts, conduct, or omissions of all persons admitted to the leased premises by Lessee, its agents, representatives, or employees during the lease term.

Entire Agreement:

This Agreement constitutes the complete and entire agreement between the parties hereto, and supersedes any other written or oral agreements, promises or representations made by either party.

Severability:

If any term, covenant or condition of this Agreement or the application thereof to any person or circumstance shall, to any extent be found invalid or unenforceable, the remainder of this Agreement or application of such term, covenant or condition to persons or circumstances other than those as to which it is invalid or unenforceable shall not be affected thereby, and each other term, covenant or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

Modification

No modification of this Agreement shall be of any force or effect unless made in writing, attached hereto, and executed by Lessor and Lessee.

Choice of Law and Forum:

This Agreement shall be governed, construed, and interpreted under the laws of the State of Texas. Kerr County, Texas, shall be the proper forum for resolving any and all disputes arising from or under this Agreement.

Observance of Laws and Court Orders:

Lessee, its agents, representatives, employees and invitees shall comply with all laws of this state and of the United States, and all local rules and ordinances, including but not limited to all applicable rules, court orders, and laws relating to the health, registration and vaccination of animals, and all local and state fire code regulations.

Taxes:

Lessee shall collect all applicable taxes on sales of tickets and/or other items and shall remit the amounts to the proper authority as required by law.

Cancellation:

Upon written declaration by the County Judge of a public emergency requiring use of the Terminal facilities by or on behalf of either Owner during a term covered by this Agreement, this Agreement shall terminate effective immediately.

Lessee shall receive a full refund, less a 20% administrative fee, if Lessor receives notice of such cancellation at least ____ (__) months prior to the date scheduled. No refund shall be made for any cancellation made later than ____ (__) months before the event.

Signed and agreed to on this 23rd day of August, 2021.

Lessor (Authorized Agent)

Brenda Thompson
Lessee (Authorized Agent)

From: "Carole Dungan" <cdungan@kerrvilleairport.com>

To: <waverlyjones@dietercenter.org>

Cc: "Mary Rohrer" <mrohrer@kerrvilleairport.com>, "Dr Mark E Mosler" <drmm@windstream.net>

Hi Waverly,

I have sent you a copy of the Kerrville-Kerr County Airport Terminal Facility User Agreement.

If you could in a narrative form tell me what you have planned for this event.

1. Please include the number of people that you are expecting; *50 + airport staff / 3DLI staff*
2. on the map show me where you plan to set up;
3. how much time you will need to set up and break down after the event; *1 hr. / 1 hr.*
4. how long the event will be ; will alcohol be served and - *YES / Wine / water,*
5. If you have insurance for the event.↪

Please read the agreement closely and let me know if you have any question,

Carole

Carole Dungan

Kerrville-Kerr County Airport

1877 Airport Loop

Kerrville, Texas 78028

830-896-9399

Kerrville/Kerr County Airport Terminal Reservation and Event Information Form
 1877 Airport Loop, Kerrville Texas 78028 (890)896-9399
 Emergency Contact: (830) _____

Name/Organization Name	Dynamic Learning Institute		Date	8/5/2021	
Contact Person	Wayne Jones - Dieter Center				
Address	451 Guadalupe St	City	Kerrville	State	TX
Phone Number	830-792-7000	Cell Number	210-316-6972	Fax Number	830-896-4968
Commercial	<input type="checkbox"/>	Non-Commercial	<input type="checkbox"/>	Not-for-Profit	<input checked="" type="checkbox"/> (Must have current IRS 501(c)(3) or approved designation with Facilities Use Department)

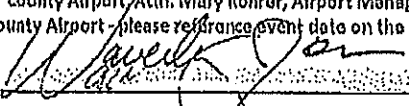

Reservation Dates	28-Sep-21						
Reservation Day(s)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mark Days		XX					
Event Times	Start	6:00pm	Finish	7:30pm			
Decorating Time	Start	5:00pm	Finish	8:00pm			
Security Reserved	Yes						
Insurance Coverage verified	Yes						

ALL RENTALS FEES ARE PER DAY

Facilities Needed	Quantity	Fixed	Cost	Total	Additional Notes Section
Conference Room		\$ 350.00			
Terminal Building Lobby		\$ 250.00			
Terminal Building Outside		\$ 50.00			
Grounds*(parking lot)		\$ 200.00			
Set-up / Take down Fee		\$ 300.00			
Tables		\$ 4.00			
Chairs	60	\$ 0.75			
Food Vendor Fee		\$ 100.00			
Copies (each)		\$ 0.20			
Fax (each)		\$ 2.00			
Clean up Deposit (refundable)		\$ 300.00			
Catering Deposit		\$ 100.00			
PA System		\$ 150.00			
Liability Insurance		\$ -			
Liquor License		\$ -			
Damages cost +20%		0			
Early Access Fee		\$ 25.00			
Key Deposit (check held)		\$ 100.00			
Total Contract Price					
50% Deposit					
REMAINING BALANCE					

DEPOSIT	DATE Rec'd	Amt Rec'd	Rec'd By
PAYMENT	DATE Rec'd	Amt Rec'd	Rec'd By
PAYMENT	DATE Rec'd	Amt Rec'd	Rec'd By

Mail payment to: Kerrville/Kerr County Airport, Attn: Mary Rohrer, Airport Manager, 1877 Airport Loop, Kerrville, TX 78028
 Make checks payable to Kerr County Airport - please reference event date on the check.

SIGNATURE		DATE	8/5/21
Approved:		DATE	

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Care Providers Insurance Services, LLC a div of NSM Insurance Group 307 N Louise - Ste H Atlanta TX 75551	CONTACT NAME: j.jones@nsiminc.com PHONE (A/C, Ho, Ext): FAX (A/C, No): E-MAIL: ADDRESS:
INSURED Dietert Center 451 Guadalupe St. Kerrville, TX 78028	INSURER(S) AFFORDING COVERAGE INSURER A: AmGuard INSURER B: American Bankers Ins Co INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 2021-2022 Prop, GL Auto

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

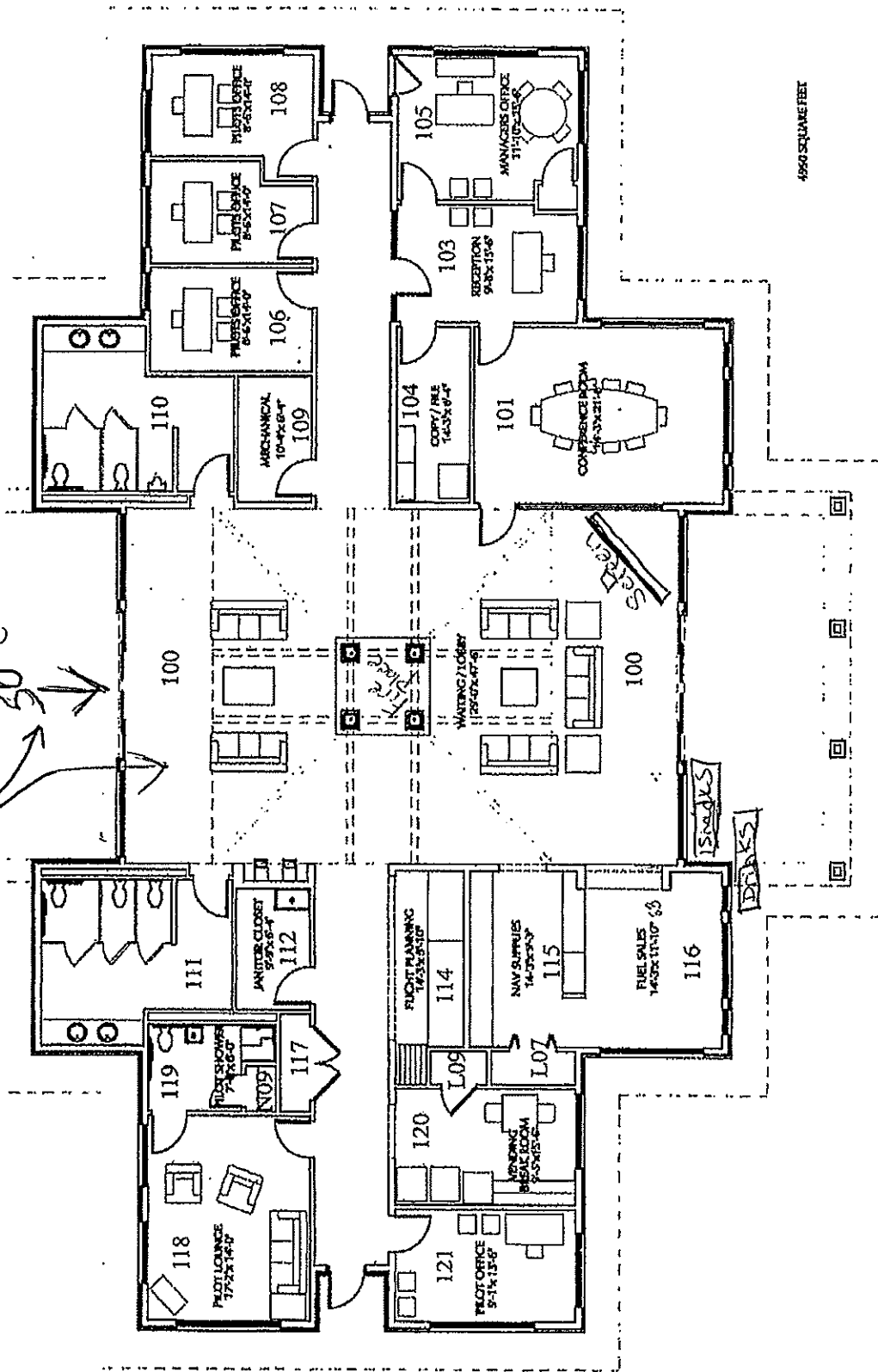
RISK TYPE	TYPE OF INSURANCE	ADDL. SUITE INSR. WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		C1GP200501	02/28/2021	02/28/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPIOP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		C2GP200398	02/28/2021	02/28/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ DED \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Flood-451 Guadalupe St, Kerrville TX		87030025052020	05/04/2020	05/04/2021	Bldg-\$500,000...Cnts-\$500,000 \$1,250 deductible each

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

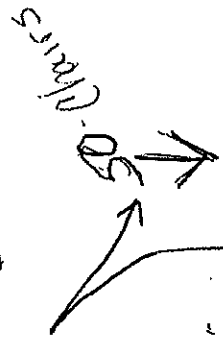
CERTIFICATE HOLDER

CANCELLATION

* Insured Copy *	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Robert Nasits</i> Robert Nasits/JKD



Delivery



Chair around Fireplace

Apron