

**CERTIFIED AGENDA**  
An Executive Session of the  
Kerrville / Kerr County Joint Airport Board  
17 Day of November, 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 : 15 A m.
3. Those present in the executive session were (*circle those present*):

Mark Mosier, President

Stephen Schmerbeck, Vice-President

Trey Atkission, Board Member

Scott Schellhase, Board Member

John Major, Board Member

Mary Rohrer, Airport Manager

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

4. The executive session included the following agenda items: (Attach Agenda)  
\_\_\_\_\_  
\_\_\_\_\_

5. The executive session was pursuant to Texas Government Code §§ 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Security Devices), 551.074 (Personnel Matters) and 551.086 (Economic Development) (*circle one or more*).
6. The Presiding Officer announced the end of the executive session at 11 : 21 A m., and the Board reconvened in open session at that time.
7. No action was taken by the Board.

**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: \_\_\_\_\_

\_\_\_\_\_, Presiding Officer

**AGENDA**  
**REGULAR MEETING OF THE**  
**KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD**  
**NOVEMBER 17, 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 September 22, 2021 Board Meeting Minutes**

**4. DISCUSSION AND POSSIBLE ACTION**

**4A. Monthly Financials, September and October- James Robles**

**4B. Approve Engagement Letter for Independent Auditor**

**4C. Monthly Update for Kerrville Aviation – Joe Kennedy**

**4D. TxDOT Updates**

1. Row Hangar Committee Recommendations – Stephen Schmerbeck
2. Funding Update- Statewide Pavement Program, Airport Planning Study

**4E. Updates on Building Repairs and Improvements – Mary Rohrer**

1. Brinkman Doors – FY 2022 Budget Adjustment
2. Terminal Building – Status and Insurance claim update

**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. Deliberation regarding Real Property – 551.072**

**6. ADJOURNMENT**

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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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Deputy County Clerk, Kerr County, Texas

# EXHIBIT 3A

## KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

### Regular Meeting

Wednesday, September 22, 2021 at 8:30 AM

Happy State Bank Expo Center

Hill Country Youth Event Center

3785 Highway 27

Kerrville, Texas 78028

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#### MEMBERS PRESENT:

Mark Mosier, President

Stephen Schmerbeck, Vice President

Trey Atkission

Scott Schellhase

#### AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

Carole Dungan, Executive Assistant

#### VISITORS:

Councilperson Judy Eychner

Councilperson Roman Garcia via Zoom

Scott Loveland Assistant Public Works Dept. via Zoom

Kim Meismer, Executive Director of General Operations

Commissioner Beck Gipson, Precinct 2

Tanya Shelton, County Auditor

James Robles, County Auditor Department

Robert Hamm, Newsletter Editor via Zoom

Stan Kubenka, Visitor

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4.	<b>DISCUSSION AND POSSIBLE ACTION</b>	
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	1. Change date of November Board meeting from November 24, 2021 to November 17, 2021	
	2. Change date of December Board meeting from December 22, 2021 to December 15, 2021	
	4D. Update on Property Insurance Claims – Mary Rohrer	3
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	1. TxDOT Projects	
	2. Airport Race Wars on October 23, 2021	
5.	<b><u>ADJOURNMENT</u></b>	

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Deputy County Clerk, Kerr County, Texas

## CALL TO ORDER

### 1. VISTORS FORUM:

None

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

Mark Mosier, President of the Joint Airport wanted to mention to the Board that the Board needs to revisit the T-Hangar Lease and include wording about tenants maintaining their planes in a airworthy condition and that they are flying and also that tenants be allow to assembly their home built planes that are within 6 months of completion.

He informed the Board and those present that he has asked Scott Schellhase to be the Airport Representative on the newly form Aggregate Committee.

He then introduced our new County Commissioner Mr. Beck Gibson who will serve out the term of Commissioner Tom Mosier.

### 3. CONSENT AGENDA

3 A. The Board approved the minutes for the August 25, 2021 meeting with a vote of 4-0. (See Exhibit 3A)

### 4. DISCUSSION AND POSSIBLE ACTION

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

4B Joe Kennedy was not able to attend the meeting. Mary Rohrer advised that he would be sending out a report later in the week. NO action needed

4C. Due to the date of the Board Meeting falling so close to the Thanksgiving and Christmas Holidays it was voted 4-0 that the November Meeting to be moved to November 17<sup>th</sup> and the December Meeting be moved to December 15<sup>th</sup>.

4D. 1. Mary Rohrer gave an update to the Board on the progress of repairing the hangar doors of the Brinkman Hangar. Onsite work is to start on October 4, and all of the tenants will be moved out of the hangar to another location on October 3<sup>rd</sup>. (See Exhibit 4D 1)

2. Mary then gave an update on the Winter Storm damage repairs. She explained that most of the repairs have been completed. The Flight Planning area renovation will include the Men's and Women's restrooms and Kerrville Aviation. The cost is a little under \$40,000 and she asked the Board that she be approved to sign a contract for that amount. A motion was made and seconded and the passed with a vote of 4-0. (See Exhibit 4 D 2)

4E. 1. Mary Rohrer gave an update on the progress of the TxDOT Row hangars (See Agenda Item 4F1 - 3). The estimated cost of the project has increased. She asked that a committee be put together to review the situation and to make recommendations to the Board at the October Meeting as to what the next steps should be. Mark Mosier asked Stephen Schmerbeck and John Major to work with Mary on this committee. ( See Exhibit 4E 1).

2. Mary Rohrer talked about the need to find another way to have the waivers for the Race Wars be completed as the way it was done last year was too time consuming. One suggestion was to have more than one person be able to sign the same waiver. This was not recommended by our attorney on his review of the document. The Board will continue to work toward a better solution. (See Exhibit 4 2), Mary requested the approval of the Board for her to be able to sign the user's agreement on behalf of the Board. Motion was made and passed 4- 0.

5. A motion was made to adjourn and the meeting adjourned at 9:24 A.M with a vote of 4-0.

## Kerrville-Kerr County Airport Financial Statements



For the Month of September, 2021

10-21-2021 04:07 PM

KERRVILLE-KERR COUNTY AIRPORT

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BALANCE SHEET  
AS OF: SEPTEMBER 30TH, 2021

47 -Airport

ACCOUNT#	TITLE
<b>ASSETS</b>	
<b>=====</b>	
47-103-100 NOW ACCOUNT	821,483.14
47-103-325 PARKING LOT LEASE RECEIVABLE	62.50
47-103-360 TERMINAL LEASES RECEIVABLE	370.99
47-103-605 STORAGE LEASE RECEIVABLE	55.00
47-103-800 PREPAID INSURANCE	<u>11,627.25</u>
	<u>833,598.88</u>
<b>TOTAL ASSETS</b>	<b>833,598.88</b>
<b>=====</b>	
<b>LIABILITIES</b>	
<b>=====</b>	
47-202-000 ACCOUNTS PAYABLE	107,556.29
47-202-001 UNEARNED REV BRINKMAN HANGER	1,644.03
47-202-003 UNEARNED REV T-HANGERS	14,800.00
47-202-005 UNEARNED REV STORAGE	55.00
47-202-025 UNEARNED PARKING LOT LEASES	406.25
47-202-050 UNEARNED REV LAND LEASES	6,992.42
47-202-060 UNEARNED REV TERMINAL LEASE	479.80
47-202-080 UNEARNED INSURANCE PROCEEDS	79,401.06
47-202-100 ACCRUED COMPENSATION	6,370.72
47-202-114 1994 BUILDING DEPOSITS	5,000.00
47-202-115 TERMINAL DEPOSITS	1,465.00
47-202-116 T-HANGER DEPOSITS	5,100.00
47-202-118 BRINKMAN DEPOSIT	8,065.00
47-203-100 RETAINAGE	22,542.09
47-207-201 DUE TO FICA	1,297.04
47-207-203 DUE TO RETIREMENT	1,736.04
47-207-204 DUE TO FED W/H	775.53
47-207-505 DUE TO MUTUAL OF OMAHA VA	19.78
47-207-511 DUE TO MASA EMERGENT	18.90
47-207-514 VISION	8.57
47-207-521 SHORT TERM DISAB MUT. OF OMAHA	5.99
47-207-522 LONG-TERM DISAB MUT. OF OMAHA	<u>62.48</u>
<b>TOTAL LIABILITIES</b>	<b>263,821.99</b>
<b>EQUITY</b>	
<b>=====</b>	
47-271-000 UNRESERVED FUND BALANCE	257,232.20
47-271-110 COMMITTED 1815 DOOR REPAIRS	<u>335,316.20</u>
<b>TOTAL BEGINNING EQUITY</b>	<b>592,548.40</b>
<b>TOTAL REVENUE</b>	<b>744,395.51</b>
<b>TOTAL EXPENSES</b>	<b><u>767,167.02</u></b>
<b>TOTAL REVENUE OVER/(UNDER) EXPENSES</b>	<b>( 22,771.51)</b>
<b>TOTAL EQUITY &amp; REV. OVER/(UNDER) EXP.</b>	<b><u>569,776.89</u></b>
<b>TOTAL LIABILITIES, EQUITY &amp; REV.OVER/(UNDER) EXP.</b>	<b>833,598.88</b>
<b>=====</b>	

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

47 -Airport

REVENUES	ORIGINAL	CURRENT	MONTHLY	YEAR-TO-DATE	PRIOR YEAR	BUDGET	% BUDGET
	BUDGET	BUDGET	REVENUE	REVENUE	YEAR-TO-DATE	REMAINING	REMAINING
<b><u>INTERGOVERNMENTAL REV.</u></b>							
47-300-604 CARES ACT GRANT	0	69,000	0.00	69,000.00	0.00	0.00	0.00
47-300-605 CRRESA GRANT	0	23,000	23,000.00	23,000.00	0.00	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL REV.</b>	<b>0</b>	<b>92,000</b>	<b>23,000.00</b>	<b>92,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>LEASE/RENTAL INCOME</u></b>							
47-325-350 LAND ONLY LEASES	40,200	40,200	3,529.19	40,589.14	182,399.30	( 389.14)	0.97-
47-325-360 TERMINAL LEASES	13,000	13,000	1,303.34	17,651.51	15,252.09	( 4,651.51)	35.78-
47-325-402 LAND & STRUCTURE LEASES	142,000	142,000	11,845.79	142,013.51	0.00	( 13.51)	0.01-
47-325-601 BRINKMAN HANGER & OFFICE LE	97,000	97,000	7,328.47	101,270.02	98,814.31	( 4,270.02)	4.40-
47-325-603 T-HANGAR LEASE	126,000	126,000	10,500.00	128,000.00	123,313.83	( 2,000.00)	1.59-
47-325-604 VEHICLE RENT SURCHARGE	3,000	3,000	247.29	3,624.97	2,826.79	( 624.97)	20.83-
47-325-605 STORAGE RENTAL	1,300	1,300	220.00	1,925.00	2,595.00	( 625.00)	48.08-
47-325-625 PARKING LOT LEASES	5,000	5,000	281.25	3,073.75	4,659.29	( 1,926.25)	38.53
<b>TOTAL LEASE/RENTAL INCOME</b>	<b>427,500</b>	<b>427,500</b>	<b>35,255.33</b>	<b>438,147.90</b>	<b>429,860.61</b>	<b>( 10,647.90)</b>	<b>2.49-</b>
<b><u>FUEL SALES-AVIATION</u></b>							
47-350-601 FUEL FLOW FEES	20,000	20,000	8,709.48	46,509.03	40,060.53	( 26,509.03)	132.55-
<b>TOTAL FUEL SALES-AVIATION</b>	<b>20,000</b>	<b>20,000</b>	<b>8,709.48</b>	<b>46,509.03</b>	<b>40,060.53</b>	<b>( 26,509.03)</b>	<b>132.55-</b>
<b><u>PROCEEDS</u></b>							
47-370-975 INSURANCE PROCEEDS	0	247,108	54,292.53	167,706.67	155,937.45	79,401.06	32.13
47-370-980 APPROPRIATED FUND BALANCE	0	400,000	0.00	0.00	0.00	400,000.00	100.00
<b>TOTAL PROCEEDS</b>	<b>0</b>	<b>647,108</b>	<b>54,292.53</b>	<b>167,706.67</b>	<b>155,937.45</b>	<b>479,401.06</b>	<b>74.08</b>
<b><u>MISCELLANEOUS</u></b>							
<b><u>INTEREST INCOME</u></b>							
47-380-601 INTEREST INCOME	0	0	4.50	31.91	286.31	( 31.91)	0.00
<b>TOTAL INTEREST INCOME</b>	<b>0</b>	<b>0</b>	<b>4.50</b>	<b>31.91</b>	<b>286.31</b>	<b>( 31.91)</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>	<b>447,500</b>	<b>1,186,608</b>	<b>121,261.84</b>	<b>744,395.51</b>	<b>626,144.90</b>	<b>442,212.22</b>	<b>37.27</b>

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

47 -Airport

## SALARIES &amp; BENEFITS

EXPENDITURES	ORIGINAL	CURRENT	MONTHLY	YEAR-TO-DATE	PRIOR YEAR	UNENCUMB.	% BUDGET
	BUDGET	BUDGET	EXPENDITURES	EXP.+ ENCUMB.	YEAR-TO-DATE	BALANCE	REMAINING
<b><u>SALARIES AND BENEFITS</u></b>							
47-700-101 Airport Manager	88,400	88,735	7,480.00	88,733.13	88,230.39	1.87	0.00
47-700-102 EXECUTIVE ASSISTANT PART TI	31,162	31,292	2,637.19	31,288.27	27,368.72	3.73	0.01
47-700-104 Airport Maintenance Staff	38,400	38,765	3,249.23	38,763.60	38,576.63	1.40	0.00
47-700-201 FICA	12,113	12,113	1,574.98	12,109.56	11,756.92	3.44	0.03
47-700-202 GROUP INSURANCE	24,000	23,295	2,150.82	23,207.88	17,247.70	87.12	0.37
47-700-203 RETIREMENT	21,234	21,234	2,768.91	21,536.81	20,212.08 (	302.81)	1.43-
47-700-204 WORKMAN'S COMP	1,300	2,005	545.00	2,005.00	1,602.00	0.00	0.00
47-700-206 BASIC LIFE	200	200	15.66	177.48	130.50	22.52	11.26
<b>TOTAL SALARIES AND BENEFITS</b>	<b>216,809</b>	<b>217,639</b>	<b>20,421.79</b>	<b>217,821.73</b>	<b>205,124.94 (</b>	<b>182.73)</b>	<b>0.08-</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>216,809</b>	<b>217,639</b>	<b>20,421.79</b>	<b>217,821.73</b>	<b>205,124.94 (</b>	<b>182.73)</b>	<b>0.08-</b>

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

47 -Airport  
AIRPORT

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<b>PERSONNEL</b>							
47-800-008 PROF. DVMT/TRAINING	4,000	4,000	1,409.60	2,664.95	3,246.73	1,335.05	33.38
TOTAL PERSONNEL	4,000	4,000	1,409.60	2,664.95	3,246.73	1,335.05	33.38
<b>SUPPLIES</b>							
47-800-101 OFFICE SUPPLIES	2,700	2,700	580.28	2,152.34	2,483.52	547.66	20.28
47-800-102 SMALL TOOLS & EQUIP	2,000	2,300	659.04	2,173.70	2,204.06	126.30	5.49
47-800-104 FUEL & OIL SUPPLIES	3,000	2,700	372.22	1,656.91	1,700.10	1,043.09	38.63
47-800-106 JANITORIAL SERVICES	6,000	6,000	161.38	5,967.23	5,944.41	32.77	0.55
47-800-110 LANDSCAPING	8,000	8,000	0.00	7,374.37	3,250.00	625.63	7.82
47-800-112 WEARING APPAREL	1,000	1,000	345.08	696.19	519.85	303.81	30.38
TOTAL SUPPLIES	22,700	22,700	2,118.00	20,020.74	16,101.94	2,679.26	11.80
<b>MAINTENANCE</b>							
47-800-200 LAND MAINT/MOWING CONTRACT	37,500	45,000	7,500.00	37,500.00	37,500.00	7,500.00	16.67
47-800-201 BUILDING & STRUCTURES REPAI	35,000	119,500	7,562.73	89,401.89	0.00	30,098.11	25.19
47-800-202 BUILDING & STRUCTURE MAINT.	9,000	9,000	5,302.14	8,773.15	24,726.12	226.85	2.52
47-800-203 VEHICLE MAINTENANCE	2,500	2,000	0.00	1,779.20	2,624.74	220.80	11.04
47-800-205 AIRSIDE MAINTENANCE	5,000	4,500	960.98	4,445.13	6,399.05	54.87	1.22
47-800-215 2020 WIND DAMAGE REPAIRS IN	0	199,636	65,563.57	131,506.02	150,654.88	68,130.02	34.13
47-800-220 1815 HANGER DOOR REPAIR A.P	0	400,000	58,225.85	108,118.18	0.00	291,881.82	72.97
47-800-225 2021 WINTER STORM REPAIRS	0	49,472	10,125.18	48,565.41	0.00	906.28	1.83
TOTAL MAINTENANCE	89,000	829,108	155,240.45	430,088.98	221,904.79	399,018.75	48.13
<b>PROFESSIONAL SERVICES</b>							
47-800-302 PROPERTY INSURANCE	15,000	15,000	0.00	12,659.00	11,574.00	2,341.00	15.61
47-800-303 LIABILITY INSURANCE	1,000	1,000	0.00	634.00	646.00	366.00	36.60
47-800-305 EQUIPMENT RENTAL	2,500	2,500	852.91	2,415.79	2,459.67	84.21	3.37
47-800-307 MARKETING	10,000	2,670	2,240.00	2,669.69	851.37	0.31	0.01
47-800-311 LEGAL SERVICES	6,000	6,000	760.00	1,685.00	5,400.00	4,315.00	71.92
47-800-312 PROFESSIONAL SERVICES	15,000	15,000	285.00	11,417.57	16,579.83	3,582.43	23.88
TOTAL PROFESSIONAL SERVICES	49,500	42,170	4,137.91	31,481.05	37,510.87	10,688.95	25.35
<b>UTILITIES</b>							
47-800-401 Phone Service - Cell	1,500	1,500	167.28	1,257.68	1,236.86	242.32	16.15
47-800-404 WATER & SEWER	2,200	3,700	230.62	3,399.92	1,677.42	300.08	8.11
47-800-406 LIGHT AND POWER	15,000	22,116	3,971.81	19,616.21	17,687.06	2,499.79	11.30
47-800-503 DUES AND SUBSCRIPTION	1,000	1,000	309.95	684.95	537.50	315.05	31.51
TOTAL UTILITIES	19,700	28,316	4,679.66	24,958.76	21,138.84	3,357.24	11.86
<b>CAPITAL</b>							
47-800-508 RESERVE FOR CAPITAL	25,000	25,000	0.00	24,776.99	0.00	223.01	0.89
TOTAL CAPITAL	25,000	25,000	0.00	24,776.99	0.00	223.01	0.89

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

47 -Airport  
 AIRPORT

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<u>CONTINGENCY</u>							
47-800-512 CONTINGENCY	3,791	675	0.00	674.05	14,501.85	0.95	0.14
TOTAL CONTINGENCY	3,791	675	0.00	674.05	14,501.85	0.95	0.14
 TOTAL AIRPORT	 213,691	 951,969	 167,585.62	 534,665.52	 314,405.02	 417,303.21	 43.84

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

47 -Airport

TERMINAL

EXPENDITURES	ORIGINAL	CURRENT	MONTHLY	YEAR-TO-DATE	PRIOR YEAR	UNENCUMB.	% BUDGET
	BUDGET	BUDGET	EXPENDITURES	EXP.+ ENCUMB.	YEAR-TO-DATE	BALANCE	REMAINING
<b>UTILITIES</b>							
47-801-300 FIRE ALARM MONITORING	1,000	4,256	0.00	3,758.00	1,279.28	500.00	11.74
47-801-301 LIGHT & POWER	9,000	7,642	1,508.69	6,770.20	7,943.95	871.80	11.41
47-801-302 PROPANE GAS	4,000	2,500	0.00	2,316.42	2,746.56	183.58	7.34
47-801-303 WATER & SEWER	3,000	2,600	138.64	1,835.15	2,485.38	764.85	29.42
TOTAL UTILITIES	17,000	17,000	1,647.33	14,679.77	14,455.17	2,320.23	13.65
 TOTAL TERMINAL	 17,000	 17,000	 1,647.33	 14,679.77	 14,455.17	 2,320.23	 13.65
 TOTAL EXPENDITURES	 447,500	 1,186,608	 189,654.74	 767,167.02	 593,985.13	 419,440.71	 35.35
REVENUE OVER/ (UNDER) EXPENDITURES	0	D (- 68,392.90)	( 22,771.51)	92,159.77	22,771.51	0.00	

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KERRVILLE-KERR COUNTY AIRPORT

PAGE: 7

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2021

48 -AIRPORT CAPITAL

ACCOUNT#      TITLE

ASSETS

48-103-100 NOW ACCOUNT      16,629.17

16,629.17

TOTAL ASSETS      16,629.17

LIABILITIES

EQUITY

48-271-000 UNRESERVED FUND BALANCE      39,771.81

TOTAL BEGINNING EQUITY      39,771.81

TOTAL REVENUE      168,917.49

TOTAL EXPENSES      192,060.13

TOTAL REVENUE OVER/(UNDER) EXPENSES      ( 23,142.64 )

TOTAL EQUITY & REV. OVER/(UNDER) EXP.      16,629.17

TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.      16,629.17

KERRVILLE-KERR COUNTY AIRPORT  
 STATEMENT OF REVENUES - BUDGET VS. ACTUAL  
 AS OF: SEPTEMBER 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
<b>REIMBURSEMENTS</b>							
48-350-100 RAMP GRANT TX DOT MATCH	50,000	50,000	82.50	49,812.37	49,954.50	187.63	0.38
48-350-200 TX DOT REIMB T-HANGARS	0	0	0.00	0.00	93,150.00	0.00	0.00
<b>TOTAL REIMBURSEMENTS</b>	<b>50,000</b>	<b>50,000</b>	<b>82.50</b>	<b>49,812.37</b>	<b>143,104.50</b>	<b>187.63</b>	<b>0.38</b>
<b>INTERGOVERNMENTAL REV</b>							
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	34,552.20	14,942.00	475,505.80	93.23
48-351-103 KERRVILLE CITY PROJECT MATC	510,058	510,058	0.00	34,552.20	14,942.00	475,505.80	93.23
<b>TOTAL INTERGOVERNMENTAL REV</b>	<b>560,058</b>	<b>1,070,116</b>	<b>0.00</b>	<b>119,104.40</b>	<b>79,884.00</b>	<b>951,011.60</b>	<b>88.87</b>
<b>MISCELLANEOUS</b>							
<b>GRANT REVENUE</b>							
<b>OTHER REVENUE</b>							
48-360-100 INTEREST EARNINGS	0	0	0.09	0.72	30.91 (	0.72)	0.00
<b>TOTAL OTHER REVENUE</b>	<b>0</b>	<b>0</b>	<b>0.09</b>	<b>0.72</b>	<b>30.91 (</b>	<b>0.72)</b>	<b>0.00</b>
<b>TRANSFERS IN</b>							
48-390-610 TRANSFER IN	510,058	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL TRANSFERS IN</b>	<b>510,058</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>	<b>1,120,116</b>	<b>1,120,116</b>	<b>82.59</b>	<b>168,917.49</b>	<b>223,019.41</b>	<b>951,198.51</b>	<b>84.92</b>

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

## 48 -AIRPORT CAPITAL

## Capital Outlay

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<b><u>AIRPORT CAPITAL</u></b>							
48-600-104 RAMP GRANT	100,000	100,000	165.00	99,999.74	99,910.00	0.26	0.00
48-600-109 HORSESHOE BLDG IMPROVEMENT	530,466	530,466	0.00	46,000.00	19,534.00	484,466.00	91.33
48-600-111 BOX HANGER CONSTRUCTION	200,000	200,000	0.00	8,197.39	0.00	191,802.61	95.90
48-600-115 T-HANGER 10% MATCH/SITE PRE	289,650	289,650	0.00	14,907.00	103,500.00	274,743.00	94.85
48-600-116 MAINTENANCE BLDG RENOVATION	<u>22,956</u>	<u>22,956</u>	<u>0.00</u>	<u>22,956.00</u>	<u>17,043.71</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL AIRPORT CAPITAL</b>	<b>1,143,072</b>	<b>1,143,072</b>	<b>165.00</b>	<b>192,060.13</b>	<b>239,987.71</b>	<b>951,011.87</b>	<b>83.20</b>
<b>TOTAL Capital Outlay</b>	<b>1,143,072</b>	<b>1,143,072</b>	<b>165.00</b>	<b>192,060.13</b>	<b>239,987.71</b>	<b>951,011.87</b>	<b>83.20</b>
<b>TOTAL EXPENDITURES</b>	<b>1,143,072</b>	<b>1,143,072</b>	<b>165.00</b>	<b>192,060.13</b>	<b>239,987.71</b>	<b>951,011.87</b>	<b>83.20</b>
REVENUE OVER/ (UNDER) EXPENDITURES	( 22,956)	( 22,956)	( 82.41)	( 23,142.64)	( 16,968.30)	186.64	0.61-

**AIRPORT BOARD AGENDA ITEM 4B**

**MEETING DATE: November 17, 2021**

FROM: Mary Rohrer  
SUBJECT: Approve engagement letter from independent auditor,  
Neffendorf & Blocker



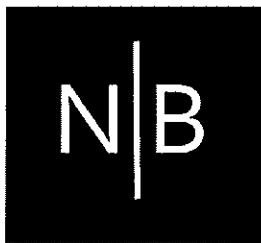
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Interlocal Agreement, Paragraph 3(g)(8):

*The Board shall have an audit of the financial affairs of the Board and its operation of the Airport conducted each year by an independent accountant and shall furnish the audit to each Party (City and County) no later than February 28 of each year.*

Attached is the engagement letter from Neffendorf & Blocker for auditing services. Their fee is not to exceed \$8,500.

Action: Board approve the attached engagement of services with Neffendorf & Blocker



# NEFFENDORF & BLOCKER, P.C.

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October 28, 2021

To Board of Directors  
Kerrville-Kerr County Joint Airport Board  
Kerrville, Texas

We are pleased to confirm our understanding of the services we are to provide Kerrville-Kerr County Joint Airport Board for the year ended September 30, 2021. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Kerrville-Kerr County Joint Airport Board as of and for the year ended September 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Kerrville-Kerr County Joint Airport Board's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Kerrville-Kerr County Joint Airport Board's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule- General Fund.

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Kerrville-Kerr County Joint Airport Board and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Kerrville-Kerr County Joint Airport Board's financial statements. Our report will be addressed to the Board of Directors of Kerrville-Kerr County Joint Airport Board. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the

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TEL: 830 997 3348

EMAIL: [info@nb-cpa.com](mailto:info@nb-cpa.com)

P.O. Box 874 • 512 S Adams Street, Fredericksburg, TX 78624

MEMBER AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS & TEXAS SOCIETY OF CPAs

purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Kerrville-Kerr County Joint Airport Board is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

## **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Kerrville-Kerr County Joint Airport Board's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Other Services**

We will also assist in preparing the financial statements and related notes of Kerrville-Kerr County Joint Airport Board in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Board of Directors; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Neffendorf and Blocker, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Neffendorf and Blocker, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Hayley Blocker is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Kerrville-Kerr County Joint Airport Board and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Neffendorf & Blocker, P.C.*

NEFFENDORF & BLOCKER, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Kerrville-Kerr County Joint Airport Board.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**AIRPORT BOARD AGENDA ITEM 4D- 1**

**MEETING DATE: Month Date Year**

FROM: Mary Rohrer, Stephen Schmerbeck, John Major  
SUBJECT: Row Hangar Committee Report and Recommendations

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Three Row Hangar configurations were discussed and reviewed by the committee. They are 4 unit hangar, 3-unit hangar and two unit hangar refer to the site plan attached.

Based on cost information provided by TxDOT Aviation (prepared by Garver Engineers) various cost estimates were prepared and payback calculated using rental rate of \$4/sf, about \$540/month for a 1620sf hangar. "Payback" and "Return on Investment" calculations assume any increase in rents for CPI/Inflation will cover or be equal to costs of bad debts, vacancies, and repairs and maintenance.



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

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

HANGAR DEVELOPMENT OPTIONS				17-Nov-21	
		<b>4 Units</b>	<b>3 units</b>	<b>2 units</b>	
<b>BASE BID</b>	\$ 922,000	\$ 922,000	\$ 922,000	\$ 922,000	
Deductive Alternate 1 unit		\$ (168,300)			
Deductive Alternate 2 unit			\$ (336,600)		
<b>CONSTRUCTION ESTIMATES</b>	\$ 922,000	\$ 753,700	\$ 585,400		
<b>DESIGN PHASE ENGINEERING</b>	\$ 118,400	\$ 118,400	\$ 118,400	PAID	
<b>DESIGN SERVICES</b>	\$ 118,400	\$ 118,400	\$ 118,400		
<b>CONSTRUCTION PHASE SERVICES</b>	\$ 207,000	\$ 207,000	\$ 207,000		
<b>PROJECT SUMMARY</b>	\$ 1,247,400	\$ 1,079,100	\$ 910,800		
How many units can be built with \$900,000 budget available?		If Rent is \$4/sf what is Airport's payback? Per 1620sf unit=\$6480 annually			
If Four Units	\$ 1,247,400				Payback, yrs
TxDOT Grant	\$ (600,000)				
Airport Funding Available	\$ (300,000)				
Airport Funding NEEDED	\$ 647,400				
		Four Units \$947k investm;	\$25,920 Rent	37	
		ROI	30 yrs	-1.3%	
If Three units	\$ 1,079,100				
TxDOT Grant	\$ (600,000)				
Airport Funding Available	\$ (300,000)				
Add'l Airport Funding NEEDED	\$ 179,100				
		Three units-\$479k investm;	\$19,440 Rent	25	
		ROI	30 yrs	1.4%	
If Two units	\$ 910,800				
TxDOT Grant	\$ (600,000)				
Airport Funding Available	\$ (300,000)				
Airport Funding NEEDED	\$ 10,800				
		Two units- \$310K investm,	\$12,960 Rent	24	
		ROI	30 yrs	1.6%	
			40 yrs	2.7%	
			50 yrs	3.3%	

**AIRPORT BOARD AGENDA ITEM 4D 2**

**MEETING DATE: November 17, 2021**



FROM: Mary Rohrer  
SUBJECT: TxDOT Aviation Projects

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**TxDOT Aviation projects**- No resolution of the \$15m of state funding within TxDOT.

Email on November 14 from Jim Halley, Director of Planning

*"We are continuing to work through what we are able to move forward with in the next few years with state funds. Once things are finalized, we will let airports know the status of state-funded projects over the next few years."*

1. Statewide Pavement Rehabilitation (TxDOT = \$1.6m; City/County= \$180,000)
  - The statewide program includes 4-5 airports in a group. The multi airport package is taken to commission, and each airport goes through design, bidding and contract negotiations.
  - TxDOT Engineer, Robert Johnson was at the airport on October 20 and reviewed apron and pavement to confirm scope and costs. Timing TBD
2. FY23 – Planning Study (TxDOT \$225,000; City/County \$25,000)
  - TxDOT Planner Michael Van Vliet was at the airport with Robert on October 20. We reviewed airport needs, survey data needed and displaced threshold area.
  - Project timeline about 9 month to a year. Timing TBD.

# EXHIBIT 4E 1

## AIRPORT BOARD AGENDA ITEM 4E 1

MEETING DATE: November 17, 2021

FROM: Mary Rohrer  
SUBJECT: Brinkman Hangar Doors- FY 2022 Budget Adjustment and Storage Status update



### 1. FY 2022 Budget Adjustment

At the August Board meeting, the board approved a resolution to commit insurance proceeds and door expenses within in the airport's fund balance.

*F. ...to repair and upgrade the damaged Brinkman Hangar doors located at 1815 Airport Loop in the amount of \$575,435 and, additional costs of up to \$40,000 totaling \$615,435*

*G. ... Airport has received insurance proceeds of \$183,272 to date (net of a depreciation hold back of \$96,289) and expects...to receive a total of \$279,561 in insurance proceeds*

Budget amendment is needed to transfer the remainder of committed fund balance costs into the FY 2022 Airport Budget. The formal amendment, to be provided by Tanya Shelton at the Board Meeting, is to transfer from fund balance the remaining insurance proceeds and additional costs to:

Code 47-800-215	2020 Wind Damage Repairs Insurance	\$ 68,130
Code 47-800-220	1815 Hangar Door Repair Airport	\$307,681

This budget amendment will also need County and City approvals. If Board approves, then:

- Commissioners Court may include on their Monday November 22 agenda, and,
- City Council may include on their Tuesday December 14 agenda, for their approvals.

### 2. Storage fees- Apache Springs Hangar and Air Methods

A. KA rental of Apache Springs Hangar for MacDonald, Richardson, Walters aircraft:

Through Nov 31 (2 months)	\$3780
Through December 31 (1 month)	\$1890

B. KA Storage of Air Methods Helicopter, six weeks (if needed) \$ 645

Total \$6,637, ok within \$12,000 budget

C. Air Methods- On Oct 1, KERV personnel were transferred from Brinkman and are using former Petersen Hospital Base and New Braunfels base, if bad weather, while door repairs are underway

AM Requested Rent Credit from airport \$4000/month, for 3 months: \$12,000

Airport responded that KA helicopter hangar available, 24/7 (\$650/mo)

Airport proposed credit of \$3350/mo, for 3 months \$10,050

Three months of utilities credited \$ 600

Until final agreements are signed, assume \$12,600 of FY 2022 income will NOT be received. No fund balance transfer needed for income loss.

**AIRPORT BUDGET AMENDMENT REQUEST NUMBER:**

1

<b>FUND NAME</b>	<b>EXPENSE CODE</b>	<b>LINE ITEM DESCRIPTION</b>	<b>BUDGET BAL BEFORE TRANSFER</b>	<b>BUDGET TO TRANSFER</b>	<b>BUDGET BAL AFTER TRANSFER</b>
<b>FROM</b> Airport - Fund 47	47-370-975	Insurance Proceeds	-	68,130.00	68,130.00
<b>FROM</b> Airport - Fund 47	47-370-980	Appropriated Fund Balance	-	335,316.20	335,316.20
<b>TO</b> Airport - Fund 47	47-800-215	2020 Wind Damage Repairs	-	68,130.00	68,130.00
<b>TO</b> Airport - Fund 47	47-800-220	1815 Hanger Door Repair	-	335,316.20	335,316.20
Total			-		
Funds for this project will be provided by Unearned Insurance Proceeds and Committed Fund Balance.					

# EXHIBIT 4E 2 1-2

## AIRPORT BOARD AGENDA ITEM 4E 2

MEETING DATE: November 17, 2021



FROM: Mary Rohrer  
SUBJECT: Terminal Building  
2021 Snow Storm Insurance  
Terminal Upgrades

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### Storm Damage Repairs Insurance Claim:

Below is the summary of our claim for the FY 2021 Storm repairs.

SUMMARY - Storm Damage Repairs = TAC Insurance Claim

	Scope	Package	ACV	Spent	Difference	RCV
	Breakroom, offices	Package 1	14127	20112	5986.23	19792
	Conf Room, Airp Offices	Package 2	7781	12919	5137.5	14579
	Lobby, Closets	Package 3	9832	9905	73	15179
(pending)	Lobby	Package 3a (carpet)		655	655	
	Kerrv Aviation	Package 4	4035	3460		5195
	Fence Repairs	Package 5A	1980	2665	685	7627
(pending)	North Hall, Flt Planning	Package 5B	3729	4000	271	5647
		Total Depreciation (Paid By TAC)			11881.73	
		Total Depreciation (Pending submittal)			926	

The final package for the north hallway and flight planning area is being prepared and will be ready to submit next few weeks and shown as pending on the above chart.

### Terminal Improvements:

- On Thursday November 18, Kendal Kasper Construction is scheduled to remove and replace the existing countertops and faucets in both restrooms (Not covered by insurance). They will also complete the remaining work in the flight planning area and Kerrville Aviation area.
- Next phase includes:
  - Update direction signs inside the terminal
  - Add business direction signs at each of the perimeter gates
  - Additional artwork and displays in lobby

