

# CERTIFIED AGENDA

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

25 Day of Jan, 2022

16

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 10:50 A.m.
3. Those present in the executive session were (*circle those present*):

Mark Mosier, President

Stephen Schmerbeck, Vice-President

Scott Schellhase, Board Member

Trey Atkission, Board Member

John Major, Board Member

Mary Rohrer, Airport Manager

Others: (List by Name and Position) Dixon Mosty - Airport Board Attorney

4. The executive session included the following agenda items: (Attach Agenda)
5. The executive session was pursuant to Texas Government Code §§ 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Security Devices), 551.074 (Personnel Matters) and 551.087 (Economic Development) (*circle one or more*).
6. The Presiding Officer announced the end of the executive session at 12:08 m., and the Board reconvened in open session at that time.
7. Motion Made and Vote taken by the Board on Agenda item  
no action taken

## CERTIFICATION

The undersigned, as Presiding Officer of the executive session described above, hereby certifies that this document is a true and correct record of the proceeding.

**PRESIDING OFFICER:**

by: Mark Moser

Mark Moser, Presiding Officer

AGENDA  
REGULAR MEETING OF THE  
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD  
JANUARY 26, 2022 8:30 A.M.  
CONFERENCE ROOM TERMINAL BUILDING  
KERRVILLE-KERR COUNTY AIRPORT  
1877 AIRPORT LOOP  
KERRVILLE, TEXAS 78028

**CALL TO ORDER**

To join the meeting via ZOOM (Audio Only)

<https://zoom.us/j/92019264536?pwd=V0piL3JDYVYNcVJzMmZDZ29FdWlrOT09>

Meeting ID: 920 1926 4536 Passcode: 947568, Or Dial in number 1-346-248-7799

Please Mute your microphone once you join.

**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 December 15, 2021 Board Meeting Minutes

**4. DISCUSSION AND POSSIBLE ACTION**

4A. Tom Moser Recognition – Mark Mosier

4B. Independent Audit Report – Keith Neffendorf

4C. Monthly Financials November 2021 - Tanya Shelton

4D. Monthly Update for Kerrville Aviation – Joe Kennedy

4E. Lease Committee recommendations– Mark Mosier, Stephen Schmerbeck, Bob Hamm

4F. Selection Process for Place 5 Board Member

4G. Airport Updates- Mary Rohrer

1. FY 2023 Airport Budget

2. Hangar Updates

**5. EXECUTIVE SESSION**

The Kerrville-Kerr County Joint Airport Board reserves the right to discuss any of the above items in executive closed session if they meet the qualifications in Sections 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.075, 551.076 (deliberation regarding security devices) or 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas

5A. Section 551.072- Deliberation regarding Real Property, and Section 551.071- Consultation with attorney

6. ADJOURNMENT

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

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

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

*EXHIBIT 3.A.*

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, December 15, 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

John Major

AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

VISITORS:

Councilperson Judy Eychner

Stuart Barron, Director of Public Works

Commissioner Beck Gibson

Tanya Shelton, County Auditor

Robert Hamm, Newsletter Editor

Joe Kennedy, Owner of Kerrville Aviation

I-N-D-E-X

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1.	<b>VISTOR'S FORUM</b>	3
2.	<b>KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM</b>	3
3.	<b>CONSENT AGENDA</b>	3
	3 A. Approval of the Board Minutes for November 17, 2021 Meeting Minutes	3
4.	<b>DISCUSSION AND POSSIBLE ACTION</b>	
	4A. Monthly Financials, October and November, 2021 – Tanya Shelton	3
	4B. Monthly Update for Kerrville Aviation – Joe Kennedy	3
	4C. Review proposed changes to Airport User Permit – Mary Rohrer	3
	4D. Discussion on T-hangar lease – Mark Mosier	3
	4E. Update on:	
	1. Row Hangar Committee	3
	1. Brinkman Doors – 2020 Wind Claim	
	2. Terminal Building – Improvements	
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:

None

### 3. CONSENT AGENDA

3 A. The Board approved the minutes for the November 17, 2021 meeting with a vote of 5-0. (See Exhibit 3A)

### 4. DISCUSSION AND POSSIBLE ACTION

4A. Tanya Shelton reviewed the financials for October only (too early in the month for November financials) with the board. The board vote 5-0 to accept the financial reports. (See Exhibit 4 A).

4B. Joe Kennedy gave a monthly update on Kerrville Aviation. He reported that he is working with Hallmark and Schreiner University to develop aviation programs. They are trying to meet every month. Their next meeting is on January 20<sup>th</sup>, 2022 with the Work Force Commission. Mr. Kennedy also wanted to recognize Bob Hamm for his work with Wreaths Across America. Mr. Hamm reported that 7 pallets of wreaths were delivered and will go to several cemeteries in the area on Saturday December 18 to be laid on the grave of our veterans. Mr. Kennedy reported to the Board that the FBO reached their goal of 500,000 gallons sold for the year to date. No action needed.

4C. Mary Rohrer opened the discussion of the use and revision of the User Agreement currently used by the Airport. She went over the form and presented one used by Kendall County Ring Mountain Event Center. She asked that the Board review these forms and she will have it as an agenda item at a future Board meeting. (See Exhibits 4C 1 and 4C 2). No Action taken

4D 1. Mark Mosier and Mary Rohrer introduced the need for the Airport Board to review and perhaps change the T-Hangar Lease to cover issues that have arisen about the "Assemble an Aircraft" and aircraft "Airworthiness". A committee of Mark Mosier and Stephen Schmerbeck will review and bring their recommendations to the Board at a future meeting (See Exhibits 4D 1). No action taken

4D 2. Mary also presented the need for a "Hangar Inspection" (See Exhibit 4D 2). She explained the need to know the conditions of the hangars and asked the Board to consider this issue and it will be on the agenda in future months. No action taken

4D 3. Mary Rohrer introduced the topic of T-Hangar rental rates. She discussed the difference of the rental rates of the different sized T-hangars per square foot and if the rates were increase by the CPI -U rate. The board will review and discuss it at a future meeting. (See Exhibit 4D-3). No action taken

4E. 1. Mary Rohrer gave an update to the Board on the TxDOT response to her questions about the building of two and perhaps a 3<sup>rd</sup> box hangar. (See Exhibit 4E 1 and 4E 2). No action needed.

2. Mary Rohrer gave an update on the progress of repairing the hangar doors of the Brinkman Hangar. She advised the board that the doors should be completed before the end of the year.

3. 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 is complete and Scott Schellhase and Carole Dungan are working to get some "cool" pictures of the aircraft based here to put up in the terminal. Lastly she informed the Board that the landscape around the Terminal Building will be addressed in March or April.

EXHIBIT 4.C

Kerrville-Kerr County Airport  
Financial Statements



For the Month of November, 2021

## BALANCE SHEET

AS OF: NOVEMBER 30TH, 2021

47 -Airport

ACCOUNT#	TITLE	
<b>ASSETS</b>		
47-103-100	NOW ACCOUNT	531,618.11
47-103-325	PARKING LOT LEASE RECEIVABLE	31.25
47-103-360	TERMINAL LEASES RECEIVABLE	32.13
47-103-403	T-HANGER LEASES RECEIVABLE	300.00
47-103-601	BRINKMAN LEASE RECEIVABLE	770.00
47-103-610	FUEL FLOW RECEIVABLE	<u>5,320.35</u>
		<u>538,071.84</u>
TOTAL ASSETS		<u>538,071.84</u>
<b>LIABILITIES</b>		
47-202-003	UNEARNED REV T-HANGERS	12,550.00
47-202-005	UNEARNED REV STORAGE	55.00
47-202-025	UNEARNED PARKING LOT LEASES	1,375.00
47-202-050	UNEARNED REV LAND LEASES	4,452.44
47-202-060	UNEARNED REV TERMINAL LEASE	827.42
47-202-080	UNEARNED INSURANCE PROCEEDS	11,271.04
47-202-114	1994 BUILDING DEPOSITS	5,000.00
47-202-115	TERMINAL DEPOSITS	1,465.00
47-202-116	T-HANGER DEPOSITS	5,250.00
47-202-118	BRINKMAN DEPOSIT	8,085.00
47-203-100	RETAINAGE	22,542.09
47-207-090	DUE TO PAYROLL FUND	3,518.32
47-207-201	DUE TO FICA	356.16
47-207-203	DUE TO RETIREMENT	326.90
47-207-204	DUE TO FED W/H	410.68
47-207-505	DUE TO MUTUAL OF OMAHA VA	9.89
47-207-511	DUE TO MASA EMERGENT	9.45
47-207-514	VISION	4.28
47-207-521	SHORT TERM DISAB MUT. OF OMAHA	3.00
47-207-522	LONG-TERM DISAB MUT. OF OMAHA	<u>31.24</u>
TOTAL LIABILITIES		<u>77,542.91</u>
<b>EQUITY</b>		
47-271-000	UNRESERVED FUND BALANCE	346,213.57
47-271-110	COMMITTED 1815 DOOR REPAIRS	<u>223,508.32</u>
TOTAL BEGINNING EQUITY		569,721.89
TOTAL REVENUE		158,569.53
TOTAL EXPENSES		<u>267,762.49</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		( 109,192.96)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>460,528.93</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		<u>538,071.84</u>



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

47 -Airport

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	PRIOR YEAR YEAR-TO-DATE	BUDGET REMAINING	% BUDGET REMAINING
<u>INTERGOVERNMENTAL REV.</u>							
<u>LEASE/RENTAL INCOME</u>							
47-325-350 LAND ONLY LEASES	40,600	40,600	3,529.20	7,058.39	6,287.25	33,541.61	82.61
47-325-360 TERMINAL LEASES	15,300	15,300	1,503.34	3,006.68	2,604.14	12,293.32	80.35
47-325-402 LAND & STRUCTURE LEASES	142,000	142,000	12,407.54	25,031.91	23,640.78	116,968.09	82.37
47-325-601 BRINKMAN HANGER & OFFICE LE	98,000	98,000	9,147.68	17,525.36	17,438.99	80,474.64	82.12
47-325-603 T-HANGAR LEASE	126,000	126,000	10,675.00	21,175.00	40,225.00	104,825.00	83.19
47-325-604 VEHICLE RENT SURCHARGE	3,000	3,000	503.32	847.81	385.80	2,152.19	71.74
47-325-605 STORAGE RENTAL	2,000	2,000	165.00	330.00	385.00	1,670.00	83.50
47-325-625 PARKING LOT LEASES	<u>3,400</u>	<u>3,400</u>	<u>218.75</u>	<u>500.00</u>	<u>855.00</u>	<u>2,900.00</u>	<u>85.29</u>
TOTAL LEASE/RENTAL INCOME	430,300	430,300	38,149.83	75,475.15	91,821.96	354,824.85	82.46
<u>FUEL SALES-AVIATION</u>							
47-350-601 FUEL FLOW FEES	40,000	40,000	5,320.35	11,680.47	3,689.46	28,319.53	70.80
47-350-602 MISCELLANEOUS REVENUE	<u>0</u>	<u>0</u>	<u>3,268.29</u>	<u>3,268.29</u>	<u>0.00</u>	<u>(3,268.29)</u>	<u>0.00</u>
TOTAL FUEL SALES-AVIATION	40,000	40,000	8,588.64	14,948.76	3,689.46	25,051.24	62.63
<u>PROCEEDS</u>							
47-370-975 INSURANCE PROCEEDS	0	68,130	0.00	68,130.02	0.00	(0.02)	0.00
47-370-980 APPROPRIATED FUND BALANCE	<u>0</u>	<u>335,316</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>335,316.20</u>	<u>100.00</u>
TOTAL PROCEEDS	0	403,446	0.00	68,130.02	0.00	335,316.18	83.11
<u>MISCELLANEOUS</u>							
<u>INTEREST INCOME</u>							
47-380-601 INTEREST INCOME	<u>0</u>	<u>0</u>	<u>6.65</u>	<u>15.60</u>	<u>3.88</u>	<u>(15.60)</u>	<u>0.00</u>
TOTAL INTEREST INCOME	0	0	6.65	15.60	3.88	(15.60)	0.00
TOTAL REVENUES	<u>470,300</u>	<u>873,746</u>	<u>46,745.12</u>	<u>158,569.53</u>	<u>95,515.30</u>	<u>715,176.67</u>	<u>81.85</u>

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

47 -Airport

SALARIES &amp; BENEFITS

% OF YEAR COMPLETED: 16.67

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
47-700-101 Airport Manager	90,200	93,531	7,632.30	14,876.15	0.00	14,613.13	78,654.85	84.09
47-700-102 EXECUTIVE ASSISTANT PART TI	34,700	35,763	2,935.68	5,656.51	0.00	5,156.17	30,106.49	84.18
47-700-104 Airport Maintenance Staff	39,200	41,006	3,568.91	6,716.60	0.00	6,347.48	34,289.40	83.62
47-700-201 FICA	12,500	13,029	962.54	1,723.29	0.00	1,714.87	11,305.71	86.77
47-700-202 GROUP INSURANCE	27,000	27,000	2,150.82	4,301.64	0.00	2,717.04	22,698.36	84.07
47-700-203 RETIREMENT	23,000	25,371	1,691.44	3,024.81	0.00	3,268.66	22,346.19	88.08
47-700-204 WORKMAN'S COMP	1,300	2,147	0.00	0.00	394.00	0.00	1,753.00	81.65
47-700-206 BASIC LIFE	<u>200</u>	<u>200</u>	<u>15.66</u>	<u>31.22</u>	<u>0.00</u>	<u>20.80</u>	<u>168.68</u>	<u>84.34</u>
TOTAL SALARIES & BENEFITS	228,100	238,047	18,957.35	36,330.32	394.00	33,838.23	201,322.68	15.43

## STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL

AS OF: NOVEMBER 30TH, 2021

47 -Airport

AIRPORT

% OF YEAR COMPLETED: 16.67

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. EVMT/TRAINING	4,000	4,000	0.00	0.00	0.00	31.00	4,000.00	100.00
47-800-101 OFFICE SUPPLIES	2,200	2,200	64.07	64.07	235.93	231.26	1,900.00	86.36
47-800-102 SMALL TOOLS & EQUIP	2,000	2,000	25.97	25.97	83.37	188.67	1,890.66	94.53
47-800-104 FUEL & OIL SUPPLIES	2,000	2,000	0.00	380.04	0.00	222.45	1,619.96	81.00
47-800-106 JANITORIAL SERVICES	7,000	7,000	384.88	527.32	121.22	1,009.13	6,351.46	90.74
47-800-110 LANDSCAPING	8,000	8,000	0.00	350.00	0.00	2,500.00	7,650.00	95.63
47-800-112 HEARING APPAREL	1,000	1,000	32.94	41.84	4.45	169.24	953.71	95.37
47-800-200 LAND MAINT/MOWING CONTRACT	37,500	30,000	0.00	0.00	0.00	0.00	30,000.00	100.00
47-800-201 BUILDING & STRUCTURES REPAIR	70,000	68,037	26,209.53	26,209.53	113.05	1,531.58	41,714.42	61.31
47-800-202 BUILDING & STRUCTURE MAINT.	9,000	9,000	226.56	456.56	0.00	532.33	8,543.44	94.93
47-800-203 VEHICLE MAINTENANCE	1,500	1,500	0.00	0.00	0.00	20.00	1,500.00	100.00
47-800-205 AIRSIDE MAINTENANCE	15,000	15,000	1,017.34	6,983.34	0.00	0.00	8,016.66	53.44
47-800-215 2020 WIND DAMAGE REPAIRS IN	0	68,130	68,130.02	68,130.02	0.00	0.00	0.02	0.00
47-800-220 1815 HANGER DOOR REPAIR A.P	0	335,316	111,807.88	111,807.88	0.00	0.00	223,508.32	65.66
47-800-302 PROPERTY INSURANCE	15,000	15,000	0.00	10,627.25	0.00	9,128.25	4,372.75	29.15
47-800-303 LIABILITY INSURANCE	1,000	1,000	0.00	1,000.00	0.00	634.00	0.00	0.00
47-800-305 EQUIPMENT RENTAL	2,100	2,100	138.93	282.87	0.00	303.42	1,817.13	86.53
47-800-307 MARKETING	8,000	7,516	0.00	0.00	0.00	238.00	7,516.00	100.00
47-800-311 LEGAL SERVICES	5,550	5,550	525.00	525.00	0.00	0.00	5,025.00	90.54
47-800-312 PROFESSIONAL SERVICES	15,000	15,000	0.00	0.00	0.00	0.00	15,000.00	100.00
47-800-401 Phone Service - Cell	1,500	1,500	36.58	90.57	0.00	145.95	1,409.43	93.96
47-800-404 WATER & SEWER	2,000	2,000	112.75	112.75	0.00	333.53	1,887.25	94.36
47-800-406 LIGHT AND POWER	15,000	15,000	0.00	1,702.61	0.00	3,230.35	13,297.39	88.65
47-800-503 DUES AND SUBSCRIPTION	750	750	0.00	0.00	0.00	0.00	750.00	100.00
47-800-512 CONTINGENCY	0	0	0.00	0.00	0.00	140.50	0.00	0.00
TOTAL AIRPORT	225,100	618,599	208,712.45	229,317.62	558.02	20,589.66	388,723.56	37.16

## STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL

AS OF: NOVEMBER 30TH, 2021

47 -Airport

TERMINAL

% OF YEAR COMPLETED: 16.67

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	3,600	3,600	0.00	258.00	0.00	341.99	3,342.00	92.83
47-801-301 LIGHT & POWER	7,500	7,500	0.00	688.09	0.00	1,212.57	6,811.91	90.83
47-801-302 PROPANE GAS	3,000	3,000	0.00	1,108.28	0.00	0.00	1,891.72	63.06
47-801-303 WATER & SEWER	<u>3,000</u>	<u>3,000</u>	<u>60.18</u>	<u>60.18</u>	<u>0.00</u>	<u>726.22</u>	<u>2,939.82</u>	<u>97.99</u>
TOTAL TERMINAL	17,100	17,100	60.18	2,114.55	0.00	2,280.78	14,985.45	12.37
TOTAL EXPENDITURES	470,300	873,746	227,729.98	267,762.49	952.02	56,708.67	605,031.69	50.75

KERRVILLE-KERR COUNTY AIRPORT  
 STATEMENT OF EXPENDITURES BY FUNCTION  
 INCLUDING ENCUMBRANCES  
 AS OF: NOVEMBER 2021

47 -Airport  
 SALARIES & BENEFITS

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP. + ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<b>SALARIES AND BENEFITS</b>							
47-700-101 Airport Manager	90,200	93,531	7,632.30	14,876.15	14,613.13	78,654.85	84.09
47-700-102 EXECUTIVE ASSISTANT PART TI	34,700	35,763	2,935.68	5,656.51	5,156.17	30,106.49	84.18
47-700-104 Airport Maintenance Staff	39,200	41,006	3,568.91	6,716.60	6,347.48	34,289.40	83.62
47-700-201 FICA	12,500	13,029	962.54	1,723.29	1,714.87	11,305.71	86.77
47-700-202 GROUP INSURANCE	27,000	27,000	2,150.82	4,301.64	2,717.04	22,698.36	84.07
47-700-203 RETIREMENT	23,000	25,371	1,691.44	3,024.81	3,268.66	22,346.19	88.08
47-700-204 WORKMAN'S COMP	1,300	2,147	0.00	394.00	0.00	1,753.00	81.65
47-700-206 BASIC LIFE	200	200	15.66	31.32	20.88	168.68	84.34
TOTAL SALARIES AND BENEFITS	228,100	238,047	18,957.35	36,724.32	33,838.23	201,322.68	84.57
<hr/>							
TOTAL SALARIES & BENEFITS	228,100	238,047	18,957.35	36,724.32	33,838.23	201,322.68	84.57

KERRVILLE-KERR COUNTY AIRPORT  
STATEMENT OF EXPENDITURES BY FUNCTION  
INCLUDING ENCUMBRANCES  
AS OF: NOVEMBER 2021

47 -Airport  
AIRPORT

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<b>PERSONNEL</b>							
47-800-008 PROF. DVMT/TRAINING	4,000	4,000	0.00	0.00	31.00	4,000.00	100.00
TOTAL PERSONNEL	4,000	4,000	0.00	0.00	31.00	4,000.00	100.00
<b>SUPPLIES</b>							
47-800-101 OFFICE SUPPLIES	2,200	2,200	64.07	300.00	231.26	1,900.00	86.36
47-800-102 SMALL TOOLS & EQUIP	2,000	2,000	25.97	109.34	188.67	1,890.66	94.53
47-800-104 FUEL & OIL SUPPLIES	2,000	2,000	0.00	380.04	222.45	1,619.96	81.00
47-800-106 JANITORIAL SERVICES	7,000	7,000	384.88	648.54	1,009.13	6,351.46	90.74
47-800-110 LANDSCAPING	8,000	8,000	0.00	350.00	2,500.00	7,650.00	95.63
47-800-112 WEARING APPAREL	1,000	1,000	32.94	46.22	169.24	953.71	95.37
TOTAL SUPPLIES	22,200	22,200	507.86	1,834.21	4,320.75	20,365.79	91.74
<b>MAINTENANCE</b>							
47-800-200 LAND MAINT/MOWING CONTRACT	37,500	30,000	0.00	0.00	0.00	30,000.00	100.00
47-800-201 BUILDING & STRUCTURES REPAIR	70,000	68,037	26,209.53	26,322.58	1,531.58	41,714.42	61.31
47-800-202 BUILDING & STRUCTURE MAINT.	9,000	9,000	226.56	456.56	532.33	8,543.44	94.93
47-800-203 VEHICLE MAINTENANCE	1,500	1,500	0.00	0.00	20.00	1,500.00	100.00
47-800-205 AIRSIDE MAINTENANCE	15,000	15,000	1,017.34	6,983.34	0.00	8,016.66	53.44
47-800-215 2020 WIND DAMAGE REPAIRS IN	0	68,130	68,130.02	68,130.02	0.00	( 0.02)	0.00
47-800-220 1815 HANGER DOOR REPAIR A.P	0	335,316	111,807.88	111,807.88	0.00	223,508.32	66.66
TOTAL MAINTENANCE	133,000	526,983	207,391.33	213,700.38	2,083.91	313,282.82	59.45
<b>PROFESSIONAL SERVICES</b>							
47-800-302 PROPERTY INSURANCE	15,000	15,000	0.00	10,627.25	9,128.25	4,372.75	29.15
47-800-303 LIABILITY INSURANCE	1,000	1,000	0.00	1,000.00	634.00	0.00	0.00
47-800-305 EQUIPMENT RENTAL	2,100	2,100	138.93	282.87	303.42	1,817.13	86.53
47-800-307 MARKETING	8,000	7,516	0.00	0.00	238.00	7,516.00	100.00
47-800-311 LEGAL SERVICES	5,550	5,550	525.00	525.00	0.00	5,025.00	90.54
47-800-312 PROFESSIONAL SERVICES	15,000	15,000	0.00	0.00	0.00	15,000.00	100.00
TOTAL PROFESSIONAL SERVICES	46,650	46,166	663.93	12,435.12	10,303.67	33,730.88	73.06
<b>UTILITIES</b>							
47-800-401 Phone Service - Cell	1,500	1,500	36.58	90.57	145.95	1,409.43	93.96
47-800-404 WATER & SEWER	2,000	2,000	112.75	112.75	333.53	1,887.25	94.36
47-800-406 LIGHT AND POWER	15,000	15,000	0.00	1,702.61	3,230.35	13,297.39	88.65
47-800-503 DUES AND SUBSCRIPTION	750	750	0.00	0.00	0.00	750.00	100.00
TOTAL UTILITIES	19,250	19,250	149.33	1,905.93	3,709.83	17,344.07	90.10
<b>CAPITAL</b>							
<b>CONTINGENCY</b>							
47-800-512 CONTINGENCY	0	0	0.00	0.00	140.50	0.00	0.00
TOTAL CONTINGENCY	0	0	0.00	0.00	140.50	0.00	0.00
<b>TOTAL AIRPORT</b>	<b>225,100</b>	<b>618,599</b>	<b>208,712.45</b>	<b>229,875.64</b>	<b>20,589.66</b>	<b>388,723.56</b>	<b>62.84</b>

KERRVILLE-KERR COUNTY AIRPORT  
 STATEMENT OF EXPENDITURES BY FUNCTION  
 INCLUDING ENCUMBRANCES  
 AS OF: NOVEMBER 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	3,600	3,600	0.00	258.00	341.99	3,342.00	92.83
47-801-301 LIGHT & POWER	7,500	7,500	0.00	688.09	1,212.57	6,811.91	90.83
47-801-302 PROPANE GAS	3,000	3,000	0.00	1,108.28	0.00	1,891.72	63.06
47-801-303 WATER & SEWER	<u>3,000</u>	<u>3,000</u>	<u>60.18</u>	<u>60.18</u>	<u>726.22</u>	<u>2,939.82</u>	<u>97.99</u>
TOTAL UTILITIES	17,100	17,100	60.18	2,114.55	2,280.78	14,985.45	87.63
<hr/>							
TOTAL TERMINAL	17,100	17,100	60.18	2,114.55	2,280.78	14,985.45	87.63
<hr/>							
TOTAL EXPENDITURES	<u>470,300</u>	<u>873,746</u>	<u>227,729.98</u>	<u>268,714.51</u>	<u>56,708.67</u>	<u>605,031.69</u>	<u>69.25</u>
<hr/>							
REVENUE OVER/(UNDER) EXPENDITURES	0	0 (	180,984.86) (	110,144.98)	38,806.63	110,144.98	0.00

## BALANCE SHEET

AS OF: NOVEMBER 30TH, 2021

48 -AIRPORT CAPITAL

ACCOUNT#	TITLE		
<hr/>			
ASSETS			
<hr/>			
48-103-100 NOW ACCOUNT		<u>31,952.11</u>	
			<u>31,952.11</u>
TOTAL ASSETS			<u>31,952.11</u>
<hr/>			
LIABILITIES			
<hr/>			
EQUITY			
<hr/>			
48-271-000 UNRESERVED FUND BALANCE		<u>16,816.67</u>	
TOTAL BEGINNING EQUITY		16,816.67	
TOTAL REVENUE		25,000.44	
TOTAL EXPENSES		<u>9,865.00</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		15,135.44	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>31,952.11</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>31,952.11</u>



KERRVILLE-KERR COUNTY AIRPORT  
STATEMENT OF EXPENDITURES BY FUNCTION  
INCLUDING ENCUMBRANCES  
AS OF: NOVEMBER 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	0.00	0.00	50,000.00	100.00
TOTAL REIMBURSEMENTS	50,000	50,000	0.00	0.00	0.00	50,000.00	100.00
<u>INTERGOVERNMENTAL REV</u>							
48-351-100 KERR COUNTY RAMP GRANT MATC	25,000	25,000	0.00	0.00	0.00	25,000.00	100.00
48-351-101 CITY RAMP GRANT MATCH	25,000	25,000	25,000.00	25,000.00	0.00	0.00	0.00
48-351-102 KERR COUNTY PROJECT MATCH	0	0	0.00	0.00	23,000.00	0.00	0.00
48-351-103 KERRVILLE CITY PROJECT MATC	300,000	300,000	0.00	0.00	23,000.00	300,000.00	100.00
TOTAL INTERGOVERNMENTAL REV	350,000	350,000	25,000.00	25,000.00	46,000.00	325,000.00	92.86
<u>MISCELLANEOUS</u>							
<u>GRANT REVENUE</u>							
<u>OTHER REVENUE</u>							
48-360-100 INTEREST EARNINGS	0	0	0.28	0.44	0.08 ( 0.44)	0.00	0.00
TOTAL OTHER REVENUE	0	0	0.28	0.44	0.08 ( 0.44)	0.00	0.00
<u>TRANSFERS IN</u>							
48-390-610 TRANSFER IN	300,000	300,000	0.00	0.00	0.00	300,000.00	100.00
TOTAL TRANSFERS IN	300,000	300,000	0.00	0.00	0.00	300,000.00	100.00
TOTAL REVENUES	700,000	700,000	25,000.28	25,000.44	46,000.08	674,999.56	96.43

KERRVILLE-KERR COUNTY AIRPORT  
STATEMENT OF EXPENDITURES BY FUNCTION  
EXCLUDING ENCUMBRANCES  
AS OF: NOVEMBER 2021

## 48 -AIRPORT CAPITAL

## Capital Outlay

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP. + ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<u>AIRPORT CAPITAL</u>							
48-600-104 RAMP GRANT	100,000	100,000	0.00	9,865.00	6,416.00	90,135.00	90.14
48-600-108 RELOCATE 12/30 PARALLEL TAX	180,000	180,000	0.00	0.00	0.00	180,000.00	100.00
48-600-109 HORSESHOE BLDG IMPROVEMENT	0	0	0.00	0.00	46,000.00	0.00	0.00
48-600-114 CROSSWIND RUNWAY	350,000	350,000	0.00	0.00	0.00	350,000.00	100.00
48-600-116 MAINTENANCE BLDG RENOVATION	0	0	0.00	0.00	17,807.00	0.00	0.00
TOTAL AIRPORT CAPITAL	630,000	630,000	0.00	9,865.00	70,223.00	620,135.00	98.43
<hr/>							
TOTAL Capital Outlay	630,000	630,000	0.00	9,865.00	70,223.00	620,135.00	98.43
<hr/>							
TOTAL EXPENDITURES	630,000	630,000	0.00	9,865.00	70,223.00	620,135.00	98.43
<hr/>							
REVENUE OVER/(UNDER) EXPENDITURES	70,000	70,000	25,000.28	15,135.44 (	24,222.92)	54,864.56	78.38

**KERRVILLE-KERR COUNTY AIRPORT  
T-HANGAR LEASE AGREEMENT**

THIS T- HANGAR LEASE AGREEMENT ( "Lease" or "Agreement"), made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between the Kerrville -Kerr County Airport, herein called the "Board" or "LESSOR", pursuant to the Texas Municipal and County Airport Act, Tex. Transportation Code Chapter 22 and \_\_\_\_\_ ("LESSEE").

**RECITALS**

WHEREAS, the LESSOR operates and has all power and authority to enter into this lease and agreements at the Kerrville-Kerr County Airport, located in the City of Kerrville, Texas, hereinafter referred to as "Airport" on behalf of joint owners, the City of Kerrville ("City") and Kerr County ("County"), Texas, and,

WHEREAS, LESSEE desires to lease certain LESSOR-owned hangar at the Airport for the storage of aircraft;

**WHEREAS, LESSOR and LESSEE are committed to the proper operation, improvement, and continued development of the Airport;**

NOW, THEREFORE, for and in consideration of the covenants and conditions herein stated, LESSOR and LESSEE agree as follows:

**ARTICLE 1. GRANT OF LEASE**

1.01 Leased PREMISES: LESSOR agrees to lease to LESSEE certain property owned by LESSOR located at the Airport and being more particularly described as \_\_\_\_\_, hereinafter being referred to as the "Leased PREMISES."

**ARTICLE 2. TERM OF AGREEMENT**

2.01 Lease Term: The term of this Lease Agreement shall commence at 12:01 a.m. on \_\_\_\_\_, 20\_\_, and terminate at midnight on \_\_\_\_\_, 20\_\_, ("the Lease Term") unless terminated earlier pursuant to the provisions of this Lease Agreement.

2.02 Holdover of LESSEE: If LESSEE holds over or remains in possession of the Leased PREMISES after the termination of this Agreement in the absence of a new lease agreement between the LESSOR and LESSEE, such continuation beyond the date of termination, or the collection or acceptance of rent, fees and/or other charges by the LESSOR, shall not be construed as a renewal or extension of this Agreement, but shall be construed solely as creating a tenancy at will and not for any other term whatsoever. During the term of such tenancy at will, LESSEE shall pay LESSOR the fees and charges herein reserved, and LESSEE shall be bound by and comply with all relevant provisions of this Agreement. LESSOR may terminate the tenancy at will by giving LESSEE 30 day written notice thereof.

### ARTICLE 3. RENT

3.01 Amount of Base Rent: LESSEE agrees to pay to LESSOR rent for the Leased PREMISES in the amount of \$ \_\_\_\_\_ per month, commencing on the first day of the lease period, and continuing monthly, due on the first day of each following month for the entire lease period. If the commencement date of this lease shall be on a day other than the first day of a month, the rent due for that first month shall be prorated accordingly. The amount of rent due from time to time pursuant to this Agreement shall be subject to adjustment as set forth in Section 3.03, below.

3.02 Security Deposit. At or before the execution of this Agreement, LESSEE shall pay to LESSOR a security deposit in the amount of \_\_\_\_\_. LESSOR may use as much of the deposit as necessary to pay for any damages resulting from LESSEE's occupancy of the PREMISES, normal wear and tear excepted. Within thirty (30) days of the termination of this Agreement, LESSOR shall return the balance of the deposit to LESSEE, minus any amount subtracted for damages.

3.03 Adjustment of Rent During Lease Term: During the Lease Term, the rent to be paid by LESSEE shall be periodically increased or decreased every October (not more frequently than once per year) in accordance with changes in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI - U) (the "Consumer Price Index") as promulgated by the Bureau of Labor Statistics of the United States Department of Labor, which consumer price index for August, 202\_, is \_\_\_\_\_ (the "Base Index") using the year 2021 as a base of 100. The Base Rent to be paid during the term of this Agreement shall bear the same ratio to the Consumer Price Index for the month of August preceding the date of the rent adjustment, as \_\_\_\_\_ bears to the Base Index. In no event, however, shall the Base Rent be less than \$ \_\_\_\_\_ per year.

In the event that the CPI is discontinued, comparable statistics on the purchasing power of the consumer dollar as determined by a responsible financial periodical of recognized authority selected by the Board shall be used as the basis for making adjustments of Base Rent during the Lease Term.

3.04 Delivery of Rent: All payments required of LESSEE by this Agreement shall be delivered by mail, or in person, to the Airport Manager's Office, 1877 Airport Loop, Kerrville, Texas located at the Airport, or to such other location as specified in writing by the LESSOR from time to time, no later than the first day of each calendar month of the Lease Term for which the payment is due.

3.05 Delinquent Rent Payments: In the event that payments to the LESSOR for rent or other fees or charges are not received by the LESSOR on or before the eighth day following the due date, LESSEE shall pay a late rental charge of Two Percent (2.0%) of the rent amount due for that month. All rent and other payments which are past due more than thirty (30) days shall accrue simple interest at the rate of eighteen percent (18.0%) annually or (b) the maximum percentage rate allowed by law, whichever is less.

3.06 Application of Amounts Received: Payments received shall be applied in the following order: (1) late rental charges, (2) past due rent, beginning with the oldest amount due, (3) other past due amounts, AND (4) rent currently due.

3.07 CONTRACTUAL LESSOR'S LIEN. LESSEE AGREES THAT LESSOR SHALL HAVE A CONTRACTUAL LIEN FOR UNPAID RENT THAT IS DUE, AND THAT THIS LIEN SHALL ATTACH TO ALL PROPERTY THAT IS STORED ON THE PREMISES. THIS CONTRACTUAL LIEN IS IN ADDITION TO ANY STATUTORY LIEN AUTHORIZED BY LAW. IF LESSEE DEFAULTS UNDER THIS AGREEMENT, LESSOR SHALL HAVE A LIEN UPON ALL GOODS, CHATTELS, AND/OR PERSONAL PROPERTY OF ANY DESCRIPTION BELONGING TO LESSEE THAT IS PLACED IN OR BECOMES A PART OF THE PREMISES, AS SECURITY FOR RENT DUE AND TO BECOME DUE FOR THE REMAINDER OF THE TERM. LESSEE GRANTS LESSOR A SECURITY INTEREST IN ALL SUCH NONEXEMPT PERSONAL PROPERTY PLACED IN OR ON THE PREMISES. IF LESSOR EXERCISES ITS OPTION TO TERMINATE THE LEASEHOLD AS THE AGREEMENT PROVIDES, THE LESSOR, AFTER GIVING THE LESSEE REASONABLE NOTICE, MAY TAKE POSSESSION OF ALL OF LESSEE'S PROPERTY ON THE PREMISES AND SELL IT AT PUBLIC SALE IN ACCORDANCE WITH CHAPTER 59, SUBCHAPTER C, OF THE TEXAS PROPERTY CODE. THE SALE PROCEEDS SHALL BE APPLIED TO THE NECESSARY AND PROPER EXPENSES OF THE SALE, THEN TO PAYING THE AMOUNT OF THE LIEN, WITH THE BALANCE, IF ANY, TO BE PAID TO THE LESSEE.

#### ARTICLE 4 – PREMISES

4.01 Description of PREMISES. LESSOR hereby leases to LESSEE T-Hangar Number \_\_\_\_\_ (the "PREMISES") located at the Airport. LESSOR shall provide LESSEE with access to the PREMISES, taxiways, and runways for aircraft operations, as may be needed.

4.02 Use of PREMISES. The LESSEE agrees and acknowledges that the PREMISES shall be used primarily for the parking and storage of the following aircraft which the LESSEE covenants, warrants, and agrees shall always be owned by LESSEE or under LESSEE's exclusive control. LESSEE agrees that the Aircraft stored shall not be so large as to preclude the closing of the T-Hangar doors.

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Registration Number \_\_\_\_\_ Aircraft N- Number: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_

Date of Most Recent Annual Inspection: \_\_\_\_\_



The LESSEE agrees and acknowledges that the PREMISES shall always be used primarily for storage of active **AIRWORTHY** aircraft owned by LESSEE and/or under LESSEE's exclusive control.

LESSEE agrees and acknowledges that the PREMISES may be used for any **non-commercial aeronautical** activity. Aeronautical activities include:

1. Storage of LESSEE's active, operable aircraft.
2. Final assembly of aircraft under construction not to exceed 180 days without LESSOR approval.
3. Minor routine maintenance, repair, or refurbishment of aircraft as described in section 5.06 of this lease agreement, BUT not the indefinite storage of nonoperational aircraft. Indefinite storage is defined as greater than 180 days.
4. Storage of aircraft handling equipment, e.g., towbars, glider tow equipment, workbenches, and tools and materials used in servicing, minor maintenance, repair or outfitting of LESSEE's aircraft as described in section 5.06 of this lease agreement.

The LESSEE agrees and acknowledges that the PREMISES may not be used to store an inoperable aircraft for more than 180 days without the LESSOR's written permission.

The LESSEE agrees and acknowledges that nonaeronautical items may be stored in hangars so long as the items do not interfere with the primary aeronautical use of the hangar.

The LESSEE agrees and acknowledges nonaeronautical items will not; impede the movement of aircraft in and out of the hangar or impede access to aircraft or other aeronautical contents of the hangar

The LESSEE agrees and acknowledges that the PREMISES cannot be used to store items used for the conduct of a nonaeronautical business or municipal agency function, including the storage of inventory.

The LESSEE agrees and acknowledges that no items in violation airport rules and regulations, lease provisions, building codes and local ordinances will be stored in the PREMISES under any circumstances.

The LESSEE agrees and acknowledges that the PREMISES may not be used as a residence.

The LESSEE agrees and acknowledges that the PREMISES may not be used to store household items commonly stored in commercial storage facilities.

4.03 Ownership. LESSEE warrants that he/she is a registered owner of or is leasing the Aircraft to be stored on the PREMISES. LESSEE shall immediately notify the Airport Manager, in writing, of the description of any aircraft stored in the T-Hangar that is different from the

Aircraft described above or of any change in the registered ownership of said Aircraft. On or before the commencement date of this Agreement, LESSEE shall provide a copy of the permanent FAA Certificate of Aircraft Registration establishing the ownership of the Aircraft being stored. If ownership is evidenced by a lease, such lease must be an exclusive-use lease wherein LESSEE is the ONLY authorized user of the Aircraft. Upon request, LESSEE shall provide a copy of said lease to the Airport Manager.

4.04 Aircraft Replacement. Only the above-designated Aircraft shall occupy the PREMISES. In the event that LESSEE sells or disposes of the Aircraft, or aircraft registration lapses, LESSEE shall have 120 days to replace the Aircraft with another aircraft or re-register aircraft and shall provide written notification to the Airport Manager concerning the actions taken. In the event LESSEE fails to replace the Aircraft within this time period, LESSEE shall be deemed to have abandoned the PREMISES, and the LESSOR may immediately terminate this Agreement.

## ARTICLE 5 – CONDITIONS AND USES

5.01 Securing the Premises. *Lessee shall have full responsibility to properly secure the Premises.*

5.02 Compliance with Laws. LESSEE shall commit no kind of waste and shall take good and reasonable care of the PREMISES, and shall in the use and occupancy of the PREMISES, adhere to federal, state, and local laws and regulations, including the Kerrville/Kerr County Airport Code, as adopted by City and County on June 27, 2018, (“Rules”). Such Rules are specifically incorporated herein by reference. LESSEE acknowledges and agrees to be bound by and comply with the Rules, as these now exist or may be amended, during the term of this Agreement. Should any conflict arise between this Agreement and the Rules, such conflict shall be resolved in favor of the Rules.

5.03 Alterations. LESSEE shall not make any changes or alterations to the PREMISES unless upon written consent of LESSOR. Where LESSOR consent is granted, all changes and alterations shall be made at the expense of LESSEE and, upon the expiration of this Agreement, all fixtures shall become the property of the LESSOR.

5.04 Commercial and Non-aviation Activities. LESSEE shall not conduct or allow any commercial activity such as pilot instruction, aerial spraying, charter flight, air taxi, sightseeing, skydiving, aerial photography, aircraft engine or airframe repair, avionics repair, or any other commercial activity within the PREMISES or at the Airport without the prior written consent of the LESSOR. LESSEE shall not operate any non-aviation related business or activity within the PREMISES or Airport without the prior written consent of the LESSOR. Any approved commercial operation or non-aviation related business must be in accordance with a separate contract agreement with the LESSOR.

5.05 Motor Vehicles and Parking. Only properly licensed drivers shall drive vehicles to and from and within the T-Hangar area. *Vehicle parking is allowed within the Premises only while the aircraft is in use.* Vehicles may be parked on the pavement adjacent to the PREMISES



provided taxiway access and access to other hangars is not blocked. Vehicles shall not be left unattended outside the PREMISES during periods of darkness.

5.06 Maintenance of Active Airworthy Aircraft. Maintenance and repair of aircraft located on the PREMISES shall be limited to minor routine maintenance and repairs required for normal operation of the aircraft as recommended by the aircraft's manufacturer, such as changing filters, lubricants, spark plugs, and tires. Conducting repairs or maintenance that requires the substantial disassembly or assembly of the aircraft's airframe, power plant, and/or avionics, or that requires the stripping and/or painting of aircraft parts, is prohibited on the PREMISES.

5.07 Construction, Repair and Refurbishment of Non-Operational Aircraft. LESSEEs wishing to use the premises for such activities as final assembly of aircraft under construction; non-commercial construction of amateur-built or kit-built aircraft, minor routine maintenance, repair, or refurbishment of a non-operational aircraft, when approved by the LESSOR in writing, must provide the LESSOR with a timetable for the completion of the project. The timetable must be updated monthly but in no case will the project exceed 180 days unless authorized by the LESSOR in writing.

The LESSEE agrees and acknowledges that should the LESSOR need the PREMISES for the storage of an active airworthy aircraft, LESSEE agrees to vacate the PREMISES within 30 days of receiving notice.

5.08 Breach. LESSEE agrees that the failure of LESSEE, his/her agents, employees, invitees, or servants to comply with any provision of this Article shall result in a material breach of this Agreement and shall permit LESSOR to pursue remedies as set forth in this Agreement, in addition to all other rights and remedies provided by law, to which the LESSOR may resort cumulatively, or in the alternative.

## ARTICLE 6 – MAINTENANCE AND REPAIRS

6.01 LESSEE's Responsibilities. LESSEE shall maintain the PREMISES in a clean, neat, and sanitary condition, free of dirt, trash, refuse, scrap parts, and debris. LESSEE shall, at its expense, provide for the removal and disposal of any such items. LESSEE shall promptly report to LESSOR any defects in the PREMISES requiring maintenance. LESSEE further agrees that it shall, before storing an aircraft on the PREMISES, provide a metal drip pan to be placed under any part of the aircraft, which may leak fuel or lubricants. LESSEE shall be liable for all costs of repairs to the PREMISES, which have been as a result of and/or caused by LESSEE's use.

6.02 Fueling. LESSEE shall not conduct within the PREMISES any fueling or defueling of any aircraft.

6.03 Storage, Use, and Disposal of Hazardous Materials. With the exception of fuel within the Aircraft, LESSEE shall not store or permit the storage of any fuel, hazardous, volatile, and/or dangerous chemicals or substances within the PREMISES or Airport. The LESSEE and



its employees, agents, and invitees shall abide by all applicable laws and regulations of the United States Environmental Protection Agency, the Texas Commission of Environmental Quality, or their respective successors agencies, and any other governmental agency regarding the handling, discharge, release, and dumping of hazardous materials. LESSEE shall indemnify, defend, and hold harmless the LESSOR for any violation of environmental law resulting from the use of the PREMISES by LESSEE, or LESSEE's family, guests, invitees, contractors, or agents, and shall immediately notify the LESSOR of any correspondence received from regulatory agencies concerning such matters. LESSEE shall not conduct or allow to be conducted any hazardous activities on the PREMISES, including, but not limited to, welding, painting, or doping.

6.04 Fire Extinguisher. LESSEE shall have a sufficient number of fire extinguishers of acceptable size as determined by the Kerrville Fire Marshall within the PREMISES. Such fire extinguisher(s) shall be readily accessible in the event of a fire.

6.05 DISCLAIMER OF WARRANTY. LESSOR EXPRESSLY DISCLAIMS ANY WARRANTY OF SUITABILITY THAT MAY OTHERWISE ARISE BY OPERATION OF LAW. LESSOR DOES NOT WARRANT THAT THERE ARE NO LATENT DEFECTS IN THE PREMISES FOR THE LESSEE'S INTENDED PURPOSE AND THAT THE ESSENTIAL FACILITIES WILL REMAIN IN SUITABLE CONDITION. LESSEE AGREES THAT IT IS ACCEPTING THE PREMISES "AS IS."

#### **ARTICLE 7 – ASSIGNMENT, TRANSFER, AND SUBLETTING**

7.01 LESSEE shall not sell, assign, sublet, or transfer any rights or privileges granted by this Agreement without the prior written approval of the LESSOR. The LESSOR shall have the exclusive option to grant or refuse such approval. The parking of an aircraft not owned or leased by LESSEE within the PREMISES shall constitute a sublease.

#### **ARTICLE 8 – TERMINATION**

8.01 This Agreement shall be subject to immediate termination by the LESSOR where LESSEE:

1. is in arrears in the payment of or part of the rental payment for a period of thirty (30) days after LESSEE is notified that payment was not received when due;
2. is in default in the performance of any covenants, conditions, or agreements required herein to be kept and performed by LESSEE;
3. has made any general assignment for the benefit of creditors; or
4. has sold, assigned, sublet, or transferred any rights or privileges of this Agreement without the prior written approval of the Airport Manager as required by Article 7 of this Agreement.

In any of the aforesaid events, the LESSOR may terminate this Agreement immediately and take immediate possession of the PREMISES, including any and all improvements therein, and remove LESSEE's effects, forcibly, if necessary, without being deemed guilty of trespassing. However, any failure of the LESSOR to terminate this Agreement immediately upon the default of LESSEE for any of the reasons set out above shall not operate to bar or destroy the right of the LESSOR to terminate this Agreement by reason of any subsequent violation of the terms herein.

The receipt or acceptance of money by the LESSOR from the LESSEE after the termination of this Agreement or after the service of any notice, after the commencement of any suit, or after final judgment for possession of the PREMISES shall not reinstate, continue, or extend the terms of this Agreement, or affect any such notice, demand, or suit, or employ consent for any action for which the LESSOR's consent is required or operate as a waiver of any right of the LESSOR to retake and resume possession of the PREMISES.

## ARTICLE 9 – SURRENDER OF POSSESSION

9.01 Upon the expiration or termination of this Agreement, the LESSEE's rights, privileges, and use of the PREMISES shall cease and the LESSEE shall immediately surrender the same. The LESSEE shall restore the PREMISES to its original condition as of the beginning of occupancy, ordinary wear and tear excepted.

## ARTICLE 10 – INSURANCE AND INDEMNITY

10.01. Liability Insurance. LESSEE shall, at their own expense, purchase, maintain, and keep in full force and effect, liability insurance at a minimum of \$1,000,000.00 aircraft liability (per occurrence) combined single limit, inclusive of bodily injury and property damage. Such policy shall include coverage for aircraft operations on the PREMISES. The policy shall be written so that the LESSOR will be **named as an Additional Insured and including a waiver of subrogation in favor of LESSOR.** The insurance shall be carried with an insurance company duly authorized to do business in the State of Texas **and having an AM Best Rating of at least B++6.** A Certificate of Insurance shall be filed with LESSOR prior to the LESSEE's occupation of the PREMISES indicating all endorsements, including the additional insured/**waiver of subrogation** endorsements required hereby. Notwithstanding the above, LESSEE shall be fully responsible for all losses arising out of, resulting from, or connected with its activities and operations under this Agreement, whether or not such losses are covered by insurance.

10.02 Indemnification. **LESSEE shall indemnify and hold harmless the LESSOR, and their respective officers, agents, and employees against any and all claims, demands, damages, costs, and expenses, including, but not limited to, investigative expenses and reasonable attorney's fees for the defense of such claims and demands, arising out of or attributed directly or indirectly to the use of the PREMISES and any other area in the Airport by LESSEE, or from any breach on the part of the LESSEE of any term of this Agreement, or from any act of negligence of the LESSEE, his/her family members, agents,**

employees, contractors, or invitees, in or about the PREMISES or other areas of the Airport. In case of any action or proceeding brought against the LESSOR by reason of such claim, LESSEE, upon notice from the LESSOR, agrees to defend the action or proceeding by counsel acceptable to the LESSOR.

10.03 Release. LESSEE shall store its property in and shall occupy and use the PREMISES and all other portions of the Airport at its own risk. LESSEE releases LESSOR, to the full extent permitted by law, from all claims of every kind resulting in loss of life, personal or bodily injury, or property damage, including those caused by the negligence of the LESSOR, its officers, agents, and employees.

10.04 LESSEE's Personal Property Coverage. LESSEE understands, acknowledges, and agrees that LESSOR does not provide, and shall not be required to provide, insurance to cover the loss of personal property located within the PREMISES, including, but not limited to, aircraft.

## ARTICLE 11 – GENERAL PROVISIONS

11.01 Liability for Property Damage. LESSOR shall not be liable for damage or loss to aircraft or other personal property on the PREMISES. LESSEE agrees that its aircraft and other personal property is stored at LESSEE's sole risk.

11.02 Venue. Venue shall be in the courts of Kerr County, Texas. The laws of the State of Texas shall govern the validity, interpretation, performance, and enforcement of this Agreement.

11.03 Attorney's Fees. If either party brings any action or proceedings to enforce, protect, or establish any right or remedy under the terms and conditions of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, as determined by a court of competent jurisdiction, in addition to any other relief awarded.

11.04 Compliance with Laws and Nondiscrimination Assurance. LESSOR reserves the right to operate the Airport in accordance with, and this Agreement is subordinate to, the LESSOR's obligations to the federal or state government under any agreements with such. It is specifically acknowledged and agreed that nothing contained in this Agreement shall be construed as granting or authorizing an exclusive right for exercising any activity which is illegally discriminatory, and LESSEE specifically agrees to conduct itself and its activities in a nondiscriminatory manner. LESSEE, his/her agents, and employees shall not discriminate in any manner prohibited by the Federal Aviation Administration or the Texas Department of Transportation Regulations. LESSEE further agrees to comply with any enforcement procedures as might be required by the United States of America or the State of Texas. This Agreement shall be subject to and in conformance with all federal, state, and local laws and regulations.

11.05 Notices. All notices to be given under this Agreement shall be hand-delivered or sent by certified or registered mail, return receipt requested, postage prepaid, and addressed to the parties at the following addresses:

Airport Manager  
Kerrville/Kerr Count Airport  
1877 Airport Loop  
Kerrville, Texas 78028

LESSEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11.06 Updating Information. LESSEE shall notify the Airport Manager, in writing, within ten (10) days of any change in the information furnished in this Agreement.

11.07 Inspection and Repair of PREMISES. The LESSEE agrees and acknowledges that the LESSOR and or its representatives shall have the right, at any time, to inspect the PREMISES for any purpose or to make repairs or alterations. The LESSEE agrees and acknowledges that discrepancies found during the inspection will be corrected, at no cost to the LESSOR, within 30 calendar days.

11.08 Entire Agreement. This Agreement contains all the agreements and conditions made between the parties hereto and may not be modified orally or in any manner other than by written agreement signed by the parties hereto.

11.09 Severability. If any part, provision, term, condition, obligation or portion of this Agreement is found to be illegal or void by a court of competent jurisdiction, the entire Agreement shall not be void, but the void provision shall be struck, and the remainder of this Agreement shall continue in full force and effect as nearly as possible in accordance with the original intent of the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be legally executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

LESSOR:  
JOINT AIRPORT BOARD  
CITY OF KERRVILLE, COUNTY OF  
KERR, TEXAS

LESSEE:

\_\_\_\_\_

By: \_\_\_\_\_  
Mary Rohrer, Airport Manager

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Carole Dungan, Executive Assistant



**Question 8. What aeronautical uses of a hangar are permissible?**

**FAA Response.**

- Storage of active aircraft.
- Shelter for maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of non-operational aircraft.
- Construction of amateur-built or kit-built aircraft provided that activities are conducted safely;
- Storage of aircraft handling equipment, e.g., tow bar, glider tow equipment, workbenches, and tools and materials used to service, maintain, repair or outfit aircraft; items related to ancillary or incidental uses that do not affect the hangars' primary use.
- Storage of materials related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools, and materials related to ancillary or incidental uses that do not affect the hangars' primary use; V' Storage of non-aeronautical items that do not interfere with the primary aeronautical purpose of the hangar (for example, televisions, furniture).

**Question 9. What uses are not permissible under the policy?**

**FAA Response.**

- Use as a residence.
- Operation of a non-aeronautical business, e.g., limo service, car and motorcycle storage, storage of inventory, non-aeronautical business office.
- Activities which impede the movement of the aircraft in and out of the hangar or other aeronautical contents of the hangar.
- Activities which displace the aeronautical contents of the hangar or impede access to aircraft or other aeronautical contents of the hangar.
- Storage of household items that could be stored in commercial storage facilities.
- Long-term storage of derelict aircraft and parts.
- Storage of items or activities prohibited by local or state law.
- Fuel, and other dangerous and Hazmat materials.
- Storage of inventory or equipment supporting a municipal agency function unrelated to the aeronautical use.

EXHIBIT 4EB

# EXHIBIT 4E.C

January 26, 2022 Board Meeting, Agenda Item 4E, Item 3 Rental Rates

January 26, 2022 Board Meeting, Agenda Item 4E, Item 3 Rental Rates							
Current T Hangar Rental Rates, December 2021							
Hangar A-B							
Rents set 2019							
	Unit Counts	Sizes (est SF)	Monthly rent	Rent (annual)	Rent/sf		Rev (Annual)
	16	1050	\$ 300.00	\$ 3,600.00	\$ 3.43		
	Subtotal A-B	16800	sf				\$ 57,600.00
Hangar C-D							
Rents set 2019							
Small	4	1147	\$ 325	\$ 3,900	\$ 3.40	\$ 15,600	
Medium	4	1242	\$ 350	\$ 4,200	\$ 3.38	\$ 16,800	
Large	4	1337	\$ 375	\$ 4,500	\$ 3.37	\$ 18,000	
C-D Subtotal		14904	sf				\$ 50,400
Paint Hangar							
Rents set 2019	4	1325	\$ 375	\$ 4,200	\$ 3.17		\$ 16,800
		5300	sf				
Subtotals	32	37,004	sf	FY 2022 Annual Rental Revenues		\$ 124,800	
				Avg Rent Per SF of premises		\$ 3.37	
				Avg Rent Per Unit		\$ 325 per Unit	
Proposal - Increase Rent using CPI from Jan 2019 to November 2021							
Hangar A-B							
	Unit Counts	Sizes (est SF)	Monthly rent	Rent (annual)	Rent/sf		Rev (Annual)
	16	1050	\$ 331	\$ 3,972.00	\$ 3.78		
	Subtotal A-B	16800	sf				\$ 63,552
Hangar C-D							
Small	4	1147	\$ 359	\$ 4,306	\$ 3.75	\$ 17,226	
Medium	4	1242	\$ 386	\$ 4,632	\$ 3.73	\$ 18,528	
Large	4	1337	\$ 414	\$ 4,969	\$ 3.72	\$ 19,876	
C-D Subtotal		14904	sf				\$ 55,630
Paint Hangar							
	4	1325	\$ 414	\$ 4,968.00	\$ 3.75		\$ 19,872
		5300					
Subtotals	32	37004		Proposed Annual Rental Revenues		\$ 139,054	
				Avg Rent Per SF of Premises		\$ 3.76	
				Avg Rent Per Month		\$ 362 per Unit	
				Revenue Increase from 1/1/2022		\$ 14,254	

# EXHIBIT 4.F

## AIRPORT BOARD AGENDA ITEM 4.F Selection Process

MEETING DATE: January 26, 2022

FROM: Mary Rohrer  
SUBJECT: Selection Process for Place 5 Board Member

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### January:

1. Last Wednesday, Board Members received applications from 2021 for their review.
2. Board to determine if additional applicants should be considered. A couple options are listed below:
  - a. Seek additional applicants by personal request,
  - b. Include notice in January's airport newsletter,
  - c. Use "City News" mailing list and/or
  - d. Advertise in the Daily Times.
3. If desired, appoint a Search Committee to review applications and interview candidates

### February:

1. All candidates complete the Airport Board application and submit completed application to Airport Manager by Monday February 14.
2. Copies of the 2022 applications received to be sent to Board for review.
3. Search Committee begins selection process
4. City and County receive written notice of candidates for Place 5.

### March/April:

1. Board interviews to take place during Executive Session of posted meetings.
2. Once all interviews are concluded the Board selects the preferred candidate no later than the April 27 Board Meeting.

### May

1. Board President and/or board member present the selected Board Member at April/May meetings of Commissioners Court and City Council for their approval.
2. New board member take Open Meetings Act test
3. Board Member sworn in by the County Judge

### June

1. New Board Member in place for June 22 Board meeting and Annual Meeting.

**AIRPORT BOARD AGENDA ITEM 4G.1 FY 2023 Budget**

**MEETING DATE: January 26, 2022**

FROM: Mary Rohrer  
SUBJECT: FY 2023 Airport Budget Timeline

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**FEBRUARY**

- Airport staff updates Operations budget spreadsheet for FY 2023. Include estimates for future income and anticipated expenses from past history and anticipated income/expense changes.
- Set up meeting(s) with Budget Committee (two board members, Mary and Carole) to review updated ops budget spreadsheet and develop list of capital needs. Discuss with City Finance and County Auditors staff.
- Review initial Ops and Capital budget at February Board meeting. Obtain input from Board. Incorporate Board feedback into budget, then, as needed meet with Airport representatives from City and County.

**MARCH**

Budget workshop scheduled (public meeting) to formally review the budget. County and City representatives invited for their input. We have previously scheduled the Workshop before the March 24<sup>th</sup> Board meeting.

**APRIL**

Budget, with City/County inputs, is presented at the April 28<sup>th</sup> Airport Board meeting for approval.

**MAY**

Schedule and present the Airport budget to both the City Council and County Commissioners' Court for their approval during May. Interlocal Agreement requires submittal of budget to City and County prior to June 1.



**AIRPORT BOARD AGENDA ITEM 4.G 2a. Hangar Updates**

**MEETING DATE: January 26, 2022**

FROM: Mary Rohrer  
SUBJECT: Hangar Updates  
2a. Row Hangar Update and Options



**Row Hangar Update and Options-** After our December Board meeting, TxDOT Aviation provided three options for the airport to consider. Descriptions of each are below.

1. TxDOT Proposed Path - reviewed at December meeting:

- TxDOT Aviation as Airport's agent bids the project as planned to be awarded before April 2022, using FY2017 (Design work paid), FY 2018, FY 2019, and FY 2020 (\$600,000 contribution)
- TxDOT manages construction project for airport.
- Airport contribution for four row hangars is \$622,743, over Airport's \$300,000 budget.

2. Option -TxDOT is no longer agent for Airport

- Airport manages bid and construction in compliance with Federal Procurement (FAA) and TxDOT
- Same NPE funding used FY2017 (Design work paid), FY 2018, FY 2019, and FY 2020.
- Remaining NPE TxDOT funding \$510,000 plus Airport's \$300,000 contribution (design fees paid) can be used by airport, if awarded by April 2022.
- Attached is Garver's timeline to manage bid and construction management.
- Engineer's scope and cost estimate within Airport's \$900,000 total budget to be provided by end of week.

3. Airport does not proceed with construction of row hangars.

- TxDOT provides airport current hangar plans (paid with FY17 funds). The plans are signed, sealed, and for airport to use and fund construction at our discretion
- No further TXDOT/FAA Reimbursement
- Airport could bid locally at airport's timeline without complying with the Federal Guidelines since no reimbursement is requested.
- Construction funded 100% locally and bid/procurement in accordance with Interlocal Agreement; that is City/County/State requirements.
- NPE funding shifts: FY2019 and FY2020- request to move airport planning study earlier FY2021 and FY 2022- Statewide Pavement Program

22

ID	Task Name	Start	Finish	Resource Name
1	Bidding	Thu 2/3/22	Mon 4/4/22	
2	Repostage	Thu 2/3/22	Wed 2/23/22	
3	Prepare Front End Documents	Thu 2/3/22	Wed 2/23/22	
4	Advertise	Wed 3/2/22	Thu 3/31/22	
5	PreBid Meeting	Thu 3/20/22	Thu 3/20/22	
6	Last Day for Questions	Thu 3/24/22	Thu 3/24/22	
7	Bid Opening	Thu 3/31/22	Thu 3/31/22	
8	Evaluate Bids	Fri 4/1/22	Mon 4/4/22	
9	Contracting	Mon 4/11/22	Mon 4/11/22	
10	City/County Contract Presentation	Mon 4/11/22	Mon 4/11/22	
11	Contract Execution	Mon 4/11/22	Fri 4/22/22	
12	Procurement Period	Mon 4/25/22	Fri 8/12/22	
13	Construction	Mon 8/15/22	Fri 1/27/23	
14	Punchlist Final Completion	Mon 1/30/23	Fri 2/24/23	

2/3/22 2/24/22 2/25/22 2/26/22 2/27/22 2/28/22 2/29/22 3/1/22 3/2/22 3/3/22 3/4/22 3/5/22 3/6/22 3/7/22 3/8/22 3/9/22 3/10/22 3/11/22 3/12/22 3/13/22 3/14/22 3/15/22 3/16/22 3/17/22 3/18/22 3/19/22 3/20/22 3/21/22 3/22/22 3/23/22 3/24/22 3/25/22 3/26/22 3/27/22 3/28/22 3/29/22 3/30/22 3/31/22 4/1/22 4/2/22 4/3/22 4/4/22 4/5/22 4/6/22 4/7/22 4/8/22 4/9/22 4/10/22 4/11/22 4/12/22 4/13/22 4/14/22 4/15/22 4/16/22 4/17/22 4/18/22 4/19/22 4/20/22 4/21/22 4/22/22 4/23/22 4/24/22 4/25/22 4/26/22 4/27/22 4/28/22 4/29/22 4/30/22 5/1/22 5/2/22 5/3/22 5/4/22 5/5/22 5/6/22 5/7/22 5/8/22 5/9/22 5/10/22 5/11/22 5/12/22 5/13/22 5/14/22 5/15/22 5/16/22 5/17/22 5/18/22 5/19/22 5/20/22 5/21/22 5/22/22 5/23/22 5/24/22 5/25/22 5/26/22 5/27/22 5/28/22 5/29/22 5/30/22 5/31/22 6/1/22 6/2/22 6/3/22 6/4/22 6/5/22 6/6/22 6/7/22 6/8/22 6/9/22 6/10/22 6/11/22 6/12/22 6/13/22 6/14/22 6/15/22 6/16/22 6/17/22 6/18/22 6/19/22 6/20/22 6/21/22 6/22/22 6/23/22 6/24/22 6/25/22 6/26/22 6/27/22 6/28/22 6/29/22 6/30/22 7/1/22 7/2/22 7/3/22 7/4/22 7/5/22 7/6/22 7/7/22 7/8/22 7/9/22 7/10/22 7/11/22 7/12/22 7/13/22 7/14/22 7/15/22 7/16/22 7/17/22 7/18/22 7/19/22 7/20/22 7/21/22 7/22/22 7/23/22 7/24/22 7/25/22 7/26/22 7/27/22 7/28/22 7/29/22 7/30/22 7/31/22 8/1/22 8/2/22 8/3/22 8/4/22 8/5/22 8/6/22 8/7/22 8/8/22 8/9/22 8/10/22 8/11/22 8/12/22 8/13/22 8/14/22 8/15/22 8/16/22 8/17/22 8/18/22 8/19/22 8/20/22 8/21/22 8/22/22 8/23/22 8/24/22 8/25/22 8/26/22 8/27/22 8/28/22 8/29/22 8/30/22 8/31/22 9/1/22 9/2/22 9/3/22 9/4/22 9/5/22 9/6/22 9/7/22 9/8/22 9/9/22 9/10/22 9/11/22 9/12/22 9/13/22 9/14/22 9/15/22 9/16/22 9/17/22 9/18/22 9/19/22 9/20/22 9/21/22 9/22/22 9/23/22 9/24/22 9/25/22 9/26/22 9/27/22 9/28/22 9/29/22 9/30/22 10/1/22 10/2/22 10/3/22 10/4/22 10/5/22 10/6/22 10/7/22 10/8/22 10/9/22 10/10/22 10/11/22 10/12/22 10/13/22 10/14/22 10/15/22 10/16/22 10/17/22 10/18/22 10/19/22 10/20/22 10/21/22 10/22/22 10/23/22 10/24/22 10/25/22 10/26/22 10/27/22 10/28/22 10/29/22 10/30/22 10/31/22 11/1/22 11/2/22 11/3/22 11/4/22 11/5/22 11/6/22 11/7/22 11/8/22 11/9/22 11/10/22 11/11/22 11/12/22 11/13/22 11/14/22 11/15/22 11/16/22 11/17/22 11/18/22 11/19/22 11/20/22 11/21/22 11/22/22 11/23/22 11/24/22 11/25/22 11/26/22 11/27/22 11/28/22 11/29/22 11/30/22 12/1/22 12/2/22 12/3/22 12/4/22 12/5/22 12/6/22 12/7/22 12/8/22 12/9/22 12/10/22 12/11/22 12/12/22 12/13/22 12/14/22 12/15/22 12/16/22 12/17/22 12/18/22 12/19/22 12/20/22 12/21/22 12/22/22 12/23/22 12/24/22 12/25/22 12/26/22 12/27/22 12/28/22 12/29/22 12/30/22 12/31/22 1/1/23 1/2/23 1/3/23 1/4/23 1/5/23 1/6/23 1/7/23 1/8/23 1/9/23 1/10/23 1/11/23 1/12/23 1/13/23 1/14/23 1/15/23 1/16/23 1/17/23 1/18/23 1/19/23 1/20/23 1/21/23 1/22/23 1/23/23 1/24/23 1/25/23 1/26/23 1/27/23 1/28/23 1/29/23 1/30/23 1/31/23 2/1/23 2/2/23 2/3/23 2/4/23 2/5/23 2/6/23 2/7/23 2/8/23 2/9/23 2/10/23 2/11/23 2/12/23 2/13/

BID PERIOD FEB TO END OF MARCH

## Contracts APRIL

Procurement May to August <sup>mid</sup>

Construction Assist to  
February 2023

Proposed Timeline  
(Gather) 1/24/2023

Row Hanger

Project/Project Date: Tue 1/25/02	Task	Summary	Indicator/Relation	Duration-only	Start-only	External/Relation	Manual/Progress
5th	.....	Project Summary	[-].....	Manual Summary	.....	.....	.....
6th	.....	Project Task	[-].....	Manual Summary	.....	.....	.....

Page 1

## AIRPORT BOARD AGENDA ITEM 4.G 2b Updates

MEETING DATE: January 26, 2022

FROM: Mary Rohrer  
SUBJECT: Hangar Updates  
2b. Brinkman Hangar Doors- Contract and Cost summary



The hangar repair work performed by JKBernhard Construction was substantially complete on December 30, 2021 for aircraft to use. On January 11, a final walk through was made. Tenants were invited to attend and/or provide feedback for airport to transmit to JKB. Punch items are finishing up now.

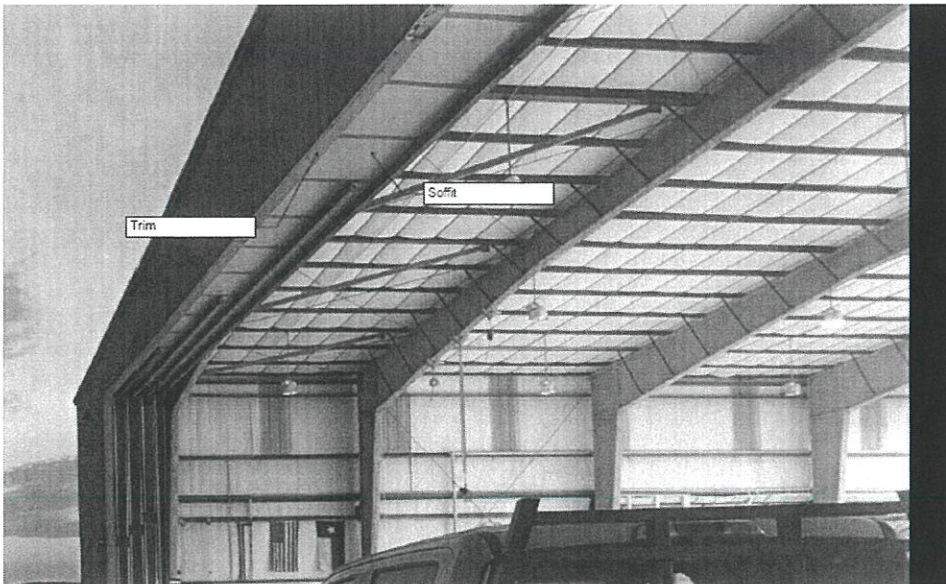
One additional change order for \$17,759 is pending and attached.

A. Cost incurred where existing soffit panels were not reusable and the engineering cost to design header detail.

B. Replacement of existing trim (Airport request)- Sheet metal rusted out around door opening.

### Contract Summary:

Base Bid – North and South Door	\$559,287
CO #1 and #2 (Approved) LED Lighting, Insulation	\$ 28,493
CO #3 (Pending) Soffit, Header, and Trim	<u>\$ 17,759</u>
TOTAL Contract	\$605,539



Other credits and fees related to the hangar door repairs:

1. Reimburse Kerrville Aviation for their management of Apache Springs hangar- three month duration for three tenants; estimated fee= \$6000

2. Rent and utility credit to Air Methods for the three months they were not based at KERV, about \$10,000.



2546 Goat Creek RD.  
Kerrville, TX 78028  
Office@JKBernhard.com

Office: 830-895-1498  
Fax: 830-895-1499  
www.JKBernhard.com

PENDING  
~~PROPOSED~~ CO#3

### Contractor Change Proposal #004 - Trim & Soffit Replacement

Date: 1/25/2022

CP Number: 004

Job Name: Kerr County Airport

#### Description:

We hereby propose to increase our contract in the amount of **\$17,759** to provide revisions as described below and detailed in the attached proposals.

**1. Soffit Replacement** 9,502 ✓

*\*Replace existing soffit panels at track header that were not reusable during reinstallation. North Portion: \$4,751, South Portion: \$4,751*

**2. Track Header Re-Engineering** 1,434 ✓

*\*After track header was engineered to design requirements it was determined that the weight of the header assembly was not supportable by the existing building. As a result, the track header was re-engineered to reduce weight. North Portion: \$717, South Portion: \$717*

**3. Existing Trim Replacement** 4,507

a. Material 2,153 ✓

b. Labor & Equipment 2,354 ✓

*\*Existing head and jamb trim on the exterior of the doors did not require replacement during the door replacement, however, that trim is rusted and faded in several places which is exacerbated by the replacement of the doors. It is our recommendation that this trim be replaced.*

**Subtotal** 15,443

**Contractor's OH&P** 2,316

**Total Change** 17,759 *OK*

Submitted By: Jarad Payne, Project Manager

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

Accepted By: Mary Rohrer, Airport Manager

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



## Alamo Door Systems

16358 Nacogdoches Road  
San Antonio, TX 78247  
(210) 657-1150 ext. 316 (PH)  
(210) 657-0327 (FAX)

Jan 19 2022  
JK Bernhard

Proposal: Kerrville Airport Additional work change orders

~~Item 1~~

~~Lateral Tube kicker braces to reinforce top track~~

<del>Material</del>	<del>\$3,412.00</del>
<del>Labor</del>	<del>\$2,445.00</del>
<del>O+P</del>	<del>\$ 1,464.00</del>
<del>Total</del>	<del>\$7,321.00</del>

Within JKB budget

~~Item 2~~

~~Replace one vertical metal building support corroded beyond re use~~

<del>Material</del>	<del>\$0 (reuse salvage material)</del>
<del>Labor 1.5 hours</del>	<del>\$127.50</del>
<del>O+P</del>	<del>\$31.00</del>
<del>Total</del>	<del>\$158.50</del>

Within JKB budget

Item 3

Soffit Replacement

Material	\$7,601.20
Labor (re-install labor covered in original est)	\$ 0
O+P	\$1900.30
Total	\$9501.50

← #1

Item 4

Re-engineer Stamp calc package fees for lightweight track truss

RL Plowfield and assoc.	\$1,147.50
O+P	\$286.88
Total	\$1,434.38

← #2

~~Item 5~~

~~Dead Trip on North Rail Run, insufficient footer to install rail bunks~~

<del>Labor 4 men 4hours @\$170</del>	<del>\$680.00</del>
<del>O+P</del>	<del>\$170.00</del>
<del>Total</del>	<del>\$850.00</del>

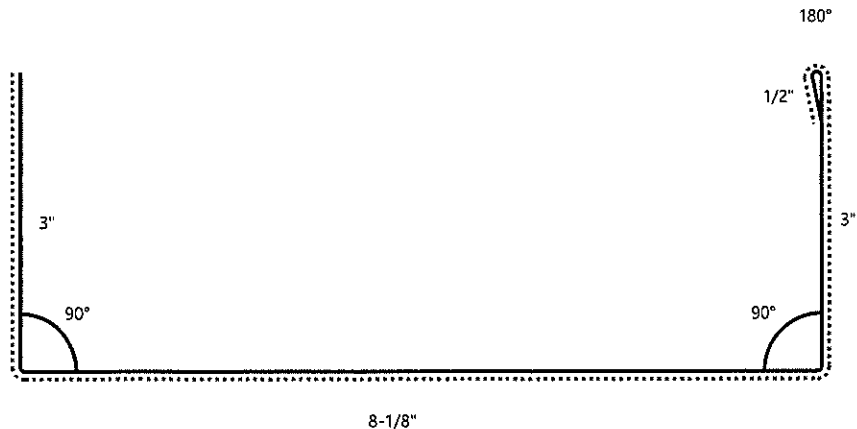
Within JKB budget

Total Change order request \$19,265.37

Date	Estimate #
1/18/2022	35

Customer
2546 Goat Creek Rd. Kerrville, TX 78028

Ship To

Other		P. O. No.	Rep	Terms	Ship Date	Ship Via
		airport	JC	Net 30	1/18/22 <7:00	
Item	Quantity	Description			Price	Amount
CTCG	30	Custom Trim 10' Colony Green			43.11	1,293.30
						
3"	-90°					
8-1/8"	90°					
3"	90°					
1/2"	180°					

3B.

JK BERNHARD LABOR & EQUIPMENT

80 HRS PLUS SCISSOR LIFT

\$2354

Prices are subject to change without notice.				Subtotal	2,016.42
				Sales Tax	136.11
				<b>Total</b>	<b>2,152.53</b>
Customer Signature					

✓ 3A

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