

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, August 26, 2020 at 8:30 a.m.

Hill Country Youth Event Center

3785 TX Highway 27

Kerrville, Texas 78028

MEMBERS PRESENT:

Mark Mosier, President

Jim Mans, Vice President

Stephen Schmerbeck

Trey Atkission

MEMBERS ABSENT:

Keith Miller

AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

VISITORS:

Jonathan Letz, County Commissioner

Judy Eychner, City Council Member

EA Hoppe, Deputy City Manager

James Robles, County Auditor's Office

Joe Kennedy

Scott Schellhase

Matt Christiansen

Dee Christiansen

I-N-D-E-X

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CALL TO ORDER

1. VISTORS FORUM:

None

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

Mary Rohrer, Airport Manager reported to the Board the FAA Facilities Directory will be updated to reflect Runway 12/30 to be the Common Runway. The directory will be published in mid -September. Until that time she will add an announcement on the AWOS.

Mark Mosier, President of the Airport Board thanked all those present on site after the wind storm for their help.

Mary Rohrer reminded everyone of the October 9, 2020 Strategic Plan Meeting.

3. CONSENT AGENDA

3 A. The Board approved the minutes for the July, 2020 meeting with a vote of 3-1.

4. DISCUSSION AND POSSIBLE ACTION

4A. The Board voted to accept the financial report for July 2020 with a vote of 4-0. (See handout 4A. 1-11)

4B. Monthly Update from Kerrville Aviation – Joe Kennedy - no action needed

4C. Presentation of Proposed hangar project – Matt Christiansen – Mr. Christiansen will submit a Letter of Intent to the Airport Board.

4D. Interlocal Agreement – Action taken – the items identified on the list will be prioritized and sent to the City and County Representatives for their review. A meeting will then be set up for these Representatives , Airport Board Members and Airport Manager to meet and discuss before the October 9th Airport Strategic Plan Meeting. (See handout 4D Financial Management Policies pages 1 -5)

4 E. Strategic Plan Update - Jim Mans - no action taken. (See handout 4E Financial Projections 1-3)

4 F. TxDOT T- Hangar Project - Mary Rohrer- no action taken (See handout 4F Construction Costs, Hangar Size and Number, and Rent 1-3).

4 G. General Update – Mary Rohrer

1. July 30, 2020 Storm Damage Repair Status – no action needed (See handout 4G.1)

2. FY 2020 Projects Updates – no action needed (See handout 4G. 2 1-3)

3. Leasing Update – no action needed (See handout 4G. 3)

5. ADJOURNMENT

The Joint Airport Board adjourned the meeting at 11:03 am.

**AGENDA
REGULAR MEETING OF THE
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
AUGUST 26, 2020 at 8:30 AM
HILL COUNTRY YOUTH EVENT CENTER
3785 Hwy 27, KERRVILLE, TEXAS**

CALL TO ORDER

1. VISITORS FORUM:

At this time, any person with business not scheduled on the agenda may speak with the airport board. No deliberation or action can be taken on these items because the Open Meetings Act requires an item be posted on an agenda 72 hours before the meeting. Visitors are asked to limit presentations to three minutes.

2. KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM

At this time, any member(s) of the Kerrville – Kerr County Joint Airport Board may speak to the Board and/or public present on any matter not scheduled on the agenda. (No deliberate or formal action can be taken on these items because the Open Meetings Act requires an item that requires formal action to be posted on the agenda 72 hours before the meeting. If formal action is required, the item will be placed on an agenda for a future meeting.)

3. CONSENT AGENDA

All items listed below within the consent agenda are considered routine by the Board and will be enacted with one motion. There will not be separate discussion of items unless a Board Member or citizen so request, in which event the item will be removed from the general order of business and considered in its normal sequence.

3 A. Approval of July 22, 2020 Board Meeting Minutes

4. DISCUSSION AND POSSIBLE ACTION

- 4A. Monthly Financials, July - James Robles
- 4B. Update from Kerrville Aviation – Joe Kennedy
- 4C. Presentation of proposed hangar project - Matt Christiansen
- 4D. Interlocal Agreement and Financial Management Policies – Jim Mans
- 4E. Strategic Plan Update- Joint Meeting on ~~October 4~~, 2020 at 10 am, Dietert Center
- 4F. TxDOT T-hangar Project, Mary Rohrer *FRIDAY OCTOBER 9*
- 4G. General Update – Mary Rohrer

- 1. July 30, 2020 Storm Damage Repair status
- 2. FY 2020 Projects Updates
- 3. Leasing Update

5. ADJOURNMENT

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

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

Deputy County Clerk, Kerr County, Texas

4A. 1-9

Kerrville-Kerr County Airport Financial Statements

KERRVILLE AIRPORT



KERRVILLE MUNICIPAL/LOUIS SCHREINER FIELD AIRPORT

For the month of July, 2020

auditor@co.kerr.tx.us

830-792-2236

BALANCE SHEET

AS OF: JULY 31ST, 2020

1 -Airport

ACCOUNT#	TITLE	
ASSETS		
=====		
47-103-100	NOW ACCOUNT	617,186.28
47-103-117	DUE FROM FUND #17	0.00
47-103-150	OFFICIAL'S RECEIVABLE	0.00
47-103-200	INVESTMENTS	0.00
47-103-255	ACCOUNTS RECEIVABLE	0.00
47-103-260	INTERGOVERNMENTAL REC	0.00
47-103-265	LAND LEASES RECEIVABLE	0.00
47-103-300	TERMINAL LEASES RECEIVABLE	0.00
47-103-400	T-HANGER LEASES RECEIVABLE	0.00
47-103-604	VEHICLE RENT RECEIVABLE	0.00
47-103-605	STORAGE LEASE RECEIVABLE	0.00
47-103-610	FUEL FLOW RECEIVABLE	0.00
47-103-615	DEPOSITS RECEIVABLE	0.00
47-103-800	PREPAID INSURANCE	9,129.25
47-103-850	PREPAID EXPENSE	0.00
		<u>626,314.53</u>
TOTAL ASSETS		626,314.53

LIABILITIES		
=====		
47-202-000	ACCOUNTS PAYABLE	0.00
47-202-050	UNEARNED REV LAND LEASES	0.00
47-202-055	UNEARNED REV T-HANGERS	0.00
47-202-060	UNEARNED REV TERMINAL LEASE	0.00
47-202-065	UNEARNED REV STORAGE	0.00
47-202-070	UNEARNED REV BRINKMAN	0.00
47-202-100	ACCRUED COMPENSATION	0.00
47-202-114	1994 BUILDING DEPOSITS	5,000.00
47-202-115	TERMINAL DEPOSITS	1,125.00
47-202-116	T-HANGER DEPOSITS	5,250.00
47-202-117	STORAGE DEPOSITS	0.00
47-202-118	BRINKMAN DEPOSIT	8,085.00
47-202-125	INTERGOVERNMENTAL PAYABLE	0.00
47-202-999	A/P CREDIT WITH VENDORS	0.00
47-207-090	DUE TO PAYROLL FUND	0.00
47-207-100	AIRPORT MANAGER SEVERANCE	0.00
47-207-150	RESERVE FOR T-HANGERS	0.00
47-207-200	DUE TO PAYROLL	0.00
47-207-201	DUE TO FICA	0.00
47-207-202	DUE TO GROUP INSURANCE	0.00
47-207-203	DUE TO RETIREMENT	0.00
47-207-204	DUE TO FED W/H	0.00
47-207-210	DUE TO CHILD SUPPORT	0.00
47-207-303	DUE TO METLIFE	0.00
47-207-502	DUE TO STANDARD INS DENTAL	0.00
47-207-503	DUE TO AVESIS	0.00
47-207-504	DUE TO AIRLIFE	0.00
47-207-505	DUE TO MUTUAL OF OMAHA VA	0.00
47-207-508	ING VOL LIFE	0.00

BALANCE SHEET
AS OF: JULY 31ST, 2020

1 -Airport

ACCOUNT#	TITLE		
47-207-509	DUE TO AIRLIFE	0.00	
47-207-510	DUE TO AIREVAC	0.00	
47-207-511	DUE TO MASA EMERGENT	0.00	
47-207-513	DENTAL SELECT	0.00	
47-207-514	VISION	0.00	
47-207-516	BLUE CROSS BLUE SHIELD DENTAL	0.00	
47-207-520	DUE TO VOL LIFE-MUT. OF OMAHA	0.00	
47-207-521	SHORT TERM DISAB MUT.OF OMAHA	0.00	
47-207-522	LONG-TERM DISAB MUT. OF OMAHA	0.00	
	TOTAL LIABILITIES		<u>19,460.00</u>
EQUITY			
=====			
47-271-000	UNRESERVED FUND BALANCE	656,326.08	
47-271-110	COMMITTED FUTURE CONSTRUCTION	0.00	
47-271-111	PRIOR PER RESERVE FOR DEPOSITS	0.00	
	TOTAL BEGINNING EQUITY		<u>656,326.08</u>
	TOTAL REVENUE	408,917.01	
	TOTAL EXPENSES	<u>458,388.56</u>	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	(49,471.55)	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>606,854.53</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		<u>606,314.53</u> *****

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF REVENUES - BUDGET VS. ACTUAL
 AS OF: JULY 31ST, 2020

-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>							
17-300-602 KERR COUNTY CONTRIBUTION	0	0	0.00	0.00	0.00	0.00	0.00
17-300-603 CITY OF KERRVILLE CONTRIBUTION	0	0	0.00	0.00	0.00	0.00	0.00
17-300-604 CARES ACT GRANT	0	0	0.00	0.00	0.00	0.00	0.00
17-300-606 TX DOT REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL REV.	0	0	0.00	0.00	0.00	0.00	0.00
<u>LEASE/RENTAL INCOME</u>							
17-325-301 LAND ONLY LEASES	161,301	161,301	20,839.74	159,771.36	134,594.83	1,529.64	0.95
17-325-401 LAND & STRUCTURE LEASES	0	0	0.00	0.00	0.00	0.00	0.00
17-325-601 BRINKMAN HANGER & OFFICE I.E	92,687	92,687	10,155.39	83,978.66	57,365.96	8,708.34	9.40
17-325-602 TERMINAL LEASES	12,833	12,833	2,116.40	13,678.81	10,315.52	(845.81)	6.59-
17-325-603 T-HANGAR LEASE	118,200	118,200	9,571.14	114,971.14	107,468.10	3,228.86	2.73
17-325-604 VEHICLE RENT SURCHARGE	3,576	3,576	335.57	2,074.38	2,956.12	1,501.62	41.99
17-325-605 STORAGE RENTAL	2,520	2,520	220.00	1,890.00	1,972.45	630.00	25.00
17-325-625 PARKING LOT LEASES	4,500	4,500	83.00	4,838.00	4,778.00	(338.00)	7.51-
TOTAL LEASE/RENTAL INCOME	395,617	395,617	43,321.24	381,202.35	319,450.98	14,414.65	3.64
<u>FUEL SALES-AVIATION</u>							
17-350-601 FUEL FLOW FEES	33,000	33,000	2,877.03	27,430.74	27,627.58	5,569.26	16.88
17-350-602 OTHER	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL FUEL SALES-AVIATION	33,000	33,000	2,877.03	27,430.74	27,627.58	5,569.26	16.88
<u>PROCEEDS</u>							
17-370-260 SURPLUS PROPERTY SALE	0	0	0.00	0.00	2,000.00	0.00	0.00
17-370-975 INSURANCE PROCEEDS	0	0	0.00	0.00	5,139.10	0.00	0.00
17-370-980 APPROPRIATED FUND BALANCE	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL PROCEEDS	0	0	0.00	0.00	7,139.10	0.00	0.00
<u>MISCELLANEOUS</u>							
17-375-601 MISCELLANEOUS	0	0	0.00	0.00	890.24	0.00	0.00
TOTAL MISCELLANEOUS	0	0	0.00	0.00	890.24	0.00	0.00
<u>INTEREST INCOME</u>							
17-380-601 INTEREST INCOME	0	0	1.44	283.92	427.63	(283.92)	0.00
TOTAL INTEREST INCOME	0	0	1.44	283.92	427.63	(283.92)	0.00
TOTAL REVENUES	428,617	428,617	46,199.71	408,917.01	355,535.53	19,699.99	4.60

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
 AS OF: JULY 31ST, 2020

7 -Airport
 SALARIES & BENEFITS

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP. + ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<u>SALARIES AND BENEFITS</u>							
47-700-100 TENTATIVE BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00
47-700-101 Airport Manager	87,550	87,550	6,734.62	70,376.78	65,384.77	17,173.22	19.62
47-700-102 EXECUTIVE ASSISTANT PART TI	31,858	31,858	2,377.13	23,902.27	23,257.83	7,955.73	24.97
47-700-104 Airport Maintenance Staff	38,007	38,007	2,923.62	30,551.83	29,702.05	7,455.17	19.62
47-700-150 ACCRUED COMP TIME	0	0	0.00	0.00	0.00	0.00	0.00
47-700-201 FICA	12,042	12,042	917.61	9,520.26	9,034.48	2,521.74	20.94
47-700-202 GROUP INSURANCE	18,468	18,468	1,382.72	13,827.20	13,320.40	4,640.80	25.13
47-700-203 RETIREMENT	20,181	20,181	1,613.95	16,532.17	15,125.50	3,648.83	18.08
47-700-204 WORKMAN'S COMP	1,244	1,244	254.00	928.00	694.75	316.00	25.40
47-700-205 OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00
47-700-206 BASIC LIFE	128	128	10.44	104.40	106.40	23.60	18.44
47-700-207 UNEMPLOYMENT INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES AND BENEFITS	209,478	209,478	16,214.09	165,742.91	156,596.18	43,735.09	20.88
TOTAL SALARIES & BENEFITS	209,478	209,478	16,214.09	165,742.91	156,596.18	43,735.09	20.88

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
 AS OF: JULY 31ST, 2020

Airport
 REPORT

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
PERSONNEL							
47-800-008 PROF. DVMT/TRAINING	6,000	6,000	(587.11)	3,246.73	4,230.13	2,753.27	45.89
TOTAL PERSONNEL	6,000	6,000	(587.11)	3,246.73	4,230.13	2,753.27	45.89
SUPPLIES							
47-800-101 OFFICE SUPPLIES	2,700	2,700	293.33	2,390.11	954.94	309.89	11.48
47-800-102 SMALL TOOLS & EQUIP	2,000	2,000	383.09	1,355.52	1,175.47	644.48	32.22
47-800-104 FUEL & OIL SUPPLIES	4,000	4,000	0.00	1,310.64	1,882.35	2,689.36	67.23
47-800-106 JANITORIAL SERVICES	6,800	6,800	481.50	4,495.54	892.78	2,304.46	33.89
47-800-110 LANDSCAPING	3,250	3,250	0.00	3,250.00	1,446.42	0.00	0.00
47-800-112 WEARING APPAREL	1,000	1,000	11.85	490.80	666.47	509.20	50.92
TOTAL SUPPLIES	19,750	19,750	1,069.77	13,292.61	7,018.43	6,457.39	32.70
MAINTENANCE							
47-800-200 LAND MAINT/MOWING CONTRACT	37,500	37,500	7,500.00	30,000.00	22,500.00	7,500.00	20.00
47-800-201 BUILDING & STRUCTURES REPAIR	1,500	1,500	0.00	0.00	4,247.32	1,500.00	100.00
47-800-202 BUILDING & STRUCTURE MAINT.	18,000	18,000	3,827.13	40,717.20	13,744.12	(22,717.20)	126.21-
47-800-203 VEHICLE MAINTENANCE	2,500	2,500	1,120.48	2,500.00	1,320.85	0.00	0.00
47-800-205 AIRSIDE MAINTENANCE	6,000	6,000	180.52	5,073.33	1,447.56	926.67	15.44
47-800-215 STORM DAMAGE REPAIRS	150,655	150,655	0.00	150,654.88	0.00	0.46	0.00
TOTAL MAINTENANCE	216,155	216,155	11,628.13	228,945.41	43,259.85	(12,790.07)	5.92-
PROFESSIONAL SERVICES							
47-800-302 PROPERTY INSURANCE	9,200	11,574	0.00	11,574.00	7,347.30	0.00	0.00
47-800-303 LIABILITY INSURANCE	750	750	0.00	646.00	658.00	104.00	13.87
47-800-305 EQUIPMENT RENTAL	2,700	2,700	220.67	1,941.83	1,628.31	758.17	28.08
47-800-307 MARKETING	5,600	4,020	0.00	76.08	1,991.64	3,944.09	98.11
47-800-311 LEGAL SERVICES	8,000	8,000	400.00	4,375.00	6,368.50	3,625.00	45.31
47-800-312 PROFESSIONAL SERVICES	15,000	16,580	0.00	16,579.83	9,450.00	0.00	0.00
TOTAL PROFESSIONAL SERVICES	41,250	43,624	620.67	35,192.74	27,443.75	8,431.26	19.33
UTILITIES							
47-800-401 Phone Service - Cell	1,300	1,300	100.90	1,051.03	1,242.78	248.97	19.15
47-800-404 WATER & SEWER	2,139	2,139	225.51	1,360.32	1,438.70	778.68	36.40
47-800-406 LIGHT AND POWER	18,400	18,400	1,539.48	14,471.32	14,865.68	3,928.68	21.35
47-800-503 DUES AND SUBSCRIPTION	1,200	1,200	0.00	162.50	437.50	1,037.50	86.46
TOTAL UTILITIES	23,039	23,039	1,865.89	17,045.17	17,984.66	5,993.83	26.02
CAPITAL							
47-800-508 RESERVE FOR CAPITAL	15,000	15,000	0.00	0.00	0.00	15,000.00	100.00
TOTAL CAPITAL	15,000	15,000	0.00	0.00	0.00	15,000.00	100.00
CONTINGENCY							
47-800-512 CONTINGENCY	30,800	28,426	0.00	3,900.00	2,255.00	24,526.00	86.28
TOTAL CONTINGENCY	30,800	28,426	0.00	3,900.00	2,255.00	24,526.00	86.28
TOTAL AIRPORT	351,994	351,994	14,597.35	301,622.66	102,191.82	50,371.68	14.31

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
 AS OF: JULY 31ST, 2020

Terminal
 Terminal

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP. + ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
UTILITIES							
17-801-300 PHONE SERVICES	1,000	1,000	138.39	997.70	791.57	2.30	0.23
17-801-301 LIGHT & POWER	9,000	9,000	944.14	6,006.07	5,590.08	2,993.93	33.27
17-801-302 PROPANE GAS	4,000	4,000	0.00	2,161.56	1,582.65	1,838.44	45.96
17-801-303 WATER & SEWER	3,800	3,800	351.21	1,963.31	1,609.71	1,836.69	48.33
TOTAL UTILITIES	17,800	17,800	1,433.74	11,128.64	9,574.01	6,671.36	37.48
TOTAL TERMINAL	17,800	17,800	1,433.74	11,128.64	9,574.01	6,671.36	37.48
TOTAL EXPENDITURES	579,272	579,272	32,245.18	478,494.21	368,362.01	100,778.13	17.40
REVENUE OVER/(UNDER) EXPENDITURES	(150,655)	(150,655)	13,954.53	(69,577.20)	87,173.52	(81,078.14)	53.82

3 -AIRPORT CAPITAL

ACCOUNT#	TITLE		
ASSETS			
=====			
48-103-100	NOW ACCOUNT	74,449.21	
48-103-110	INVESTMENTS	0.00	
48-103-115	ACCOUNTS RECEIVABLE-RAMP	0.00	
48-103-116	INTEREST RECEIVABLE	0.00	
48-103-117	DUE FROM FUND #17	0.00	
48-103-120	DUE FROM OTHER FUNDS	0.00	
48-103-125	CONSTRUCTION IN PROGRESS	0.00	
48-103-130	CASH RESTRICTED	0.00	
48-103-135	INTER GOV REC RESTRICTED	0.00	
48-103-155	ACCOUNTS RECEIVABLE	0.00	
			<u>74,449.21</u>
TOTAL ASSETS			74,449.21
			=====
LIABILITIES			
=====			
48-200-110	RETAINAGE PAYABLE	0.00	
48-200-120	LIABS PAYABLE FROM REC RESTR	0.00	
48-200-140	COK RAMP 2012-2013	0.00	
48-200-150	COUNTY TXDOT REIMB	0.00	
48-202-000	ACCOUNTS PAYABLE	0.00	
TOTAL LIABILITIES			<u>0.00</u>
EQUITY			
=====			
48-271-000	UNRESERVED FUND BALANCE	56,740.11	
48-271-001	PRIOR PERIOD ADJUSTMENT	0.00	
TOTAL BEGINNING EQUITY			<u>56,740.11</u>
TOTAL REVENUE		90,587.26	
TOTAL EXPENSES		<u>72,878.16</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		17,709.10	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>74,449.21</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			74,449.21
			=====

KERRVILLE-KERR COUNTY AIRPORT
 STATEMENT OF REVENUES - BUDGET VS. ACTUAL
 AS OF: JULY 31ST, 2020

AIRPORT CAPITAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	PRIOR YEAR YEAR-TO-DATE	BUDGET REMAINING	% BUDGET REMAINING
REIMBURSEMENTS							
48-350-100 RAMP GRANT TX DOT MATCH	50,000	50,000	0.00	15,472.50	11,608.90	34,527.50	69.06
48-350-200 TX DOT REIMB T-HANGARS	600,000	600,000	0.00	0.00	0.00	600,000.00	100.00
TOTAL REIMBURSEMENTS	650,000	650,000	0.00	15,472.50	11,608.90	634,527.50	97.62
INTERGOVERNMENTAL REV							
48-351-100 KERR COUNTY RAMP GRANT MATC	25,000	25,000	0.00	25,000.00	25,000.00	0.00	0.00
48-351-101 CITY RAMP GRANT MATCH	25,000	25,000	0.00	25,000.00	25,000.00	0.00	0.00
48-351-102 KERR COUNTY PROJECT MATCH	0	0	0.00	0.00	0.00	0.00	0.00
48-351-103 KERRVILLE CITY PROJECT MATC	525,000	525,000	0.00	12,542.00	0.00	512,458.00	97.61
TOTAL INTERGOVERNMENTAL REV	575,000	575,000	0.00	62,542.00	50,000.00	512,458.00	89.12
MISCELLANEOUS							
48-375-601 MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00
GRANT REVENUE							
48-400-100 CAPITAL GRANTS TX DOT	0	0	0.00	0.00	0.00	0.00	0.00
48-400-104 RAMP GRANT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANT REVENUE	0	0	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE							
48-360-100 INTEREST EARNINGS	0	0	0.18	30.76	64.06	30.76	0.00
TOTAL OTHER REVENUE	0	0	0.18	30.76	64.06	30.76	0.00
TRANSFERS IN							
48-390-610 TRANSFER IN	525,000	525,000	0.00	12,542.00	0.00	512,458.00	97.61
TOTAL TRANSFERS IN	525,000	525,000	0.00	12,542.00	0.00	512,458.00	97.61
TOTAL REVENUES	1,750,000	1,750,000	0.18	90,587.26	61,672.96	1,659,412.74	94.82

KERRVILLE-KERR COUNTY AIRPORT
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: JULY 31ST, 2020

8 -AIRPORT CAPITAL
Capital Outlay

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	UNENCUMB. BALANCE	% BUDGET REMAINING
<u>AIRPORT CAPITAL</u>							
48-600-100 CAPITAL OUTLAY TX DOT	0	0	0.00	0.00	0.00	0.00	0.00
48-600-101 LAND	0	0	0.00	0.00	0.00	0.00	0.00
48-600-102 BLDGS & STRUCTURES	0	0	0.00	0.00	0.00	0.00	0.00
48-600-103 WATER SYSTEM IMPROVEMENTS	0	0	0.00	0.00	0.00	0.00	0.00
48-600-104 RAMP GRANT	100,000	100,000	0.00	45,214.36	55,634.05	54,785.64	54.79
48-600-105 DRAINAGE IMPROVEMENTS	0	0	0.00	0.00	0.00	0.00	0.00
48-600-106 GRANT MATCH T-HANGER 2019	0	0	0.00	0.00	0.00	0.00	0.00
48-600-107 TX DOT T-HANGER PORTION	600,000	600,000	0.00	0.00	0.00	600,000.00	100.00
48-600-108 RELOCATE 12/30 PARALLEL TAX	0	0	0.00	0.00	0.00	0.00	0.00
48-600-109 HORSESHOE BLDG IMPROVEMENT	550,000	550,000	0.00	14,734.00	0.00	535,266.00	97.32
48-600-110 MASTER PLAN	0	0	0.00	0.00	0.00	0.00	0.00
48-600-111 BOX HANGER CONSTRUCTION	200,000	200,000	0.00	0.00	0.00	200,000.00	100.00
48-600-112 CONTRACT SERVICES	0	0	0.00	0.00	0.00	0.00	0.00
48-600-113 INSTRUMENTS & APPARATUS	0	0	0.00	0.00	0.00	0.00	0.00
48-600-114 CROSSWIND RUNWAY	0	0	0.00	0.00	0.00	0.00	0.00
48-600-115 T-HANGER 10% MATCH/SITE PRE	300,000	300,000	0.00	10,350.00	0.00	289,650.00	96.55
48-600-116 MAINTENANCE BLDG RENOVATION	40,000	40,000	3,341.40	16,707.00	0.00	23,293.00	58.23
48-600-120 MOONEY ROOF PROJECT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL AIRPORT CAPITAL	1,790,000	1,790,000	3,341.40	87,005.36	55,634.05	1,702,994.64	95.14
<hr/>							
TOTAL Capital Outlay	1,790,000	1,790,000	3,341.40	87,005.36	55,634.05	1,702,994.64	95.14
<hr/>							
TOTAL EXPENDITURES	1,790,000	1,790,000	3,341.40	87,005.36	55,634.05	1,702,994.64	95.14
<hr/>							
REVENUE OVER/(UNDER) EXPENDITURES	(40,000)	(40,000)	(3,341.20)	3,581.90	6,038.91	(43,581.90)	108.95

4D. 1-5

**KERRVILLE/KERR COUNTY AIRPORT
FINANCIAL MANAGEMENT POLICIES
EFFECTIVE OCTOBER 1, 2020**

ACCOUNTING AND FINANCIAL REPORTING

A. Accounting Basis

The accounting, reporting and budgeting policies of the Airport Board conform to U. S. generally accepted accounting principles ("GAAP") applicable to non-profit organizations.

The Airport Operating fund will use the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

B. Chart of Accounts

The Airport board and/or its financial service provider(s) will use a chart of accounts that substantially conforms to the format and line item content as specified and depicted in Exhibit C of the 2020 Interlocal agreement.

C. Monthly Financial Reports

Monthly reports shall be prepared comparing expenditures and revenues to current budget, for the month and fiscal year-to-date. Financial Reports will be provided to all Board Members, Airport Manager, City Council members, and Kerr County Commissioners.

D. Accounts Payable

The Accounts Payable process must utilize an approval process for all purchases or withdrawals. In order to ensure adequate internal control, requisitions or purchase orders must be processed through a secondary party such as the Airport Board's financial services provider.

E. Revenue Collections

The Airport Manager and/or the Airport Board's financial services provider shall maintain high collection rates for all Airport revenues by monitoring monthly receivables. They shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent lessees and others overdue in payments.

BUDGET DEVELOPMENT

A. Preparation and Adoption

The Airport Manager shall propose a base budget adequate to fund continued operations and maintenance of the airport for the ensuing fiscal year no later than the regularly scheduled Airport Board meeting in April of each year. The budget should include detailed revenues, expenditures, and proposed contribution requests to the airport's owners. The budget should be presented with the five year fiscal forecast and the five year capital improvement plan. Funding for Capital Improvement Projects is separate from funding for annual operating costs, and as a result, a separate contribution should be indicated and split evenly between the owners for these projects.

B. Balanced Budget

The Airport Board budget should be structurally balanced, whereas, recurring revenues are equal to or more than recurring expenditures.

C. Use of Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue remittance, should only be budgeted to fund non-recurring expenditures, such as capital purchases or capital improvement projects (CIP). Non-recurring revenue sources may be used to offset normal expenditures in the event of financial distress, but this should not be a common procedure so as to ensure that recurring expenditures are not funded by non-recurring sources.

RESERVES

A. Contingency

The Airport's operating fund will maintain minimum fund balance and/or working capital balance at a targeted reserve level of three to six months of budgeted operations and maintenance expenditures.

Such fund balance should be used for emergency purposes only, and should be replenished back to the minimum level as soon as reasonably possible.

B. Reserves for Obligations, Commitments and Liabilities

The Airport operating fund will maintain a fund balance, in addition to the Target Fund balance, sufficient to provide for all unpaid obligations, commitments and liabilities of the airport.

C. Reserve for Capital Equipment Replacement with a Useful Life Less Than 20 Years

In addition to A and B above, the Airport operating fund will maintain a reserve for the replacement of capital equipment including vehicles. This reserve should be accumulated over a period of time equal to the useful life of the asset. An amount should be set aside each year which is equal to the annual depreciation of the asset. As a result, the amount of the reserve should be approximately equal to the accumulated depreciation on the effected capital assets. These funds should not be used for operating expenses.

D. Use of Fund Balance/Retained Earnings

Fund balances in excess of contingencies and reserves should be calculated annually during the budget process, and should be used to offset annual operation and maintenance contributions from the owners. Where possible, these balances should be considered as one time sources, and should be used to fund nonrecurring expenses in the budget

PURCHASING

A. Purchasing Authority

The Airport Manager shall make every effort to maximize any discounts offered by creditors/vendors. The Airport Manager will follow state law concerning the amount of the purchase requiring formal bidding procedures and approval by the Airport Board. For purchases where competitive bidding is not required, the Airport Manager shall obtain the most favorable terms and pricing possible

B. Purchasing thresholds

The purchasing agent for the Airport shall have purchasing power without Airport Board approval up to \$20,000.

CAPITAL ASSETS

A. Capitalization Threshold for Tangible Capital Assets.

1. Tangible capital items should be capitalized only if they have an estimated useful life of at least two (2) years following the date of acquisition or significantly extend the useful life of the existing asset and cannot be consumed, unduly altered, or materially reduced in value immediately by use and has a cost of not less than \$5,000 for any individual item.
2. A capitalization threshold of \$5,000 will be applied to individual items rather than to a group of similar items (i.e. desks, chairs, etc.).
3. Computer software, regardless of cost, will not be capitalized.

B. Five-Year Capital Improvement Plan (CIP)

1. The Airport Manager shall annually prepare a five-year Capital Improvement Plan based on the needs for capital improvements and equipment, the status of the Airport's infrastructure, replacement and renovation needs, and potential new projects. Capital projects are improvements or additions to the Airport's physical plant/facilities and become part of the Airport's asset inventory. Capital projects can be further categorized into land, buildings, improvements other than buildings, and infrastructure, which includes roads, sidewalks, bridges, utility lines, etc. Capital costs typically consist of preliminary design, final design, construction, and may involve the acquisition of land or easements. For every project identified in the plan, a project scope and project justification will be provided. Also, project costs shall be estimated, funding sources identified, and annual operation and maintenance costs computed.

2. The Airport Manager is charged with recommending a Capital Improvement Plan to the Airport Board. The Five-Year Capital Improvement Plan shall be filed and adopted with the annual budget.

GRANTS

A. Grant Guidelines

1. The Airport Manager shall apply and facilitate the application for those grants that are consistent with the objectives and high priority needs identified by Airport Board.
2. Grant funding will be considered to leverage Airport funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
3. The potential for incurring on-going costs, to include assumptions of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.
4. Unless otherwise specified, grant funds will be considered to be expended first in a project, followed by Airport funds.

B. Grant Review

1. All grant submittals shall be reviewed for cash match requirements, potential impact on the operating budget, and the extent to which they meet the Airport Board's goals. If there is a cash match requirement, the sources of funding shall be identified and confirmed prior to application.
2. The Airport Manager shall approve all grant submissions and Airport Board shall approve all grant acceptances over \$25,000 and any grant acceptance no matter the dollar amount if a budget adjustment is required.

KERRVILLE/KERR COUNTY AIRPORT BOARD
 AIRPORT BOARD FINANCIAL MANAGEMENT POLICIES
 RESERVE CALCULATION
 Year Ended September 30, 2021

0825 2020

Item	Reserve Amount	
A CONTINGENCY	\$ 225,000	
<i>Six months of \$450k Budgeted Annual Expenditure</i>		
B LIABILITIES		
Brinkman Hangar Doors	\$ 340,000	Before insurance proceeds
Brinkman TPO Roof	\$ 125,000	
Paint Hangar Doors	\$ 90,000	
Paint Hangar Roof with TPO	\$ 35,000	
Terminal HVAC Replacement	\$ 33,000	
Brinkman Lift Station/Septic Conversion	\$ 36,000	
Cares Grant Funding	\$ (69,000)	
C EQUIPMENT REPLACEMENT		
Vehicle	\$ 25,000	
Subtotal	<u>\$ 840,000</u>	
OPERATING FUND BALANCE, June 2020	\$ 593,136	
Remaining balance	<u>\$ (246,864)</u>	

NOTES:

1. FUTURE REQUIREMENTS

Terminal - Restrooms, Kitchen, Planning	\$ 100,000
Slurry Seal Rwy 03-21 (Estimate)	\$ 95,000
Midfield Exit (Estimate)	\$ 500,000
Mooney Facilities Rehab	TBD

2. TENANT RISKS

Twelve Months of rental income

Mooney	\$ 78,000
AirM or MacD	\$ 38,000
FUTURE REQUIREMENTS and TENANT RISKS	<u>\$ 811,000</u>

Total In Excess Of Fund Balance \$ (1,057,864)

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Financial Projections

Statement of Operational and Financial Data Sept 30, 2024

	2020	2021	2022	2023	2024
REVENUES	Budgeted	Budgeted	Projected	Projected	Projected
Leases	\$ 395,617	\$ 427,500	\$ 436,000	\$ 445,000	\$ 454,000
Fuel Flow	\$ 33,000	\$ 20,000	\$ 25,000	\$ 30,000	\$ 35,000
Total	\$ 428,617	\$ 447,500	\$ 461,000	\$ 475,000	\$ 489,000
EXPENSES					
Compensation	\$ 209,500	\$ 216,809	\$ 221,000	\$ 238,000	\$ 243,000
Other	\$ 204,117	\$ 230,691	\$ 240,000	\$ 237,000	\$ 246,000
Total	\$ 413,617	\$ 447,500	\$ 461,000	\$ 475,000	\$ 489,000
NET	\$ -	\$ -	\$ -	\$ -	\$ -

NOTES:

- A. Budgeted Leases for FY 2021 are 100% of all available facilities
 Projected Revenue from leases have been increased 2% per year from FY2021 base
 No projected future leases or tenant risks are included in the Projected amounts - see below
- B. Projected Compensation have been increase 2% per year from FY 2021 base
 Projected Compensation includes \$13,000 in FY2023 and FY2024 for part-time maintenance employee
- C. Budgeted FY2020 Expenses does not include \$150,650 of repairs covered by insurance

Potential Future Leases		Potential Tenant Risks	
	Est. Annual Income		Annual Income
Four T Hangars (\$4/sf)	\$ 22,176	Mooney	\$ 78,000
Horseshoe (\$4.50/sf)	\$ 44,100	Brinkman tenants:	
Land Rent 2 pads (\$0.25)	\$ 6,175	AirMethods, or	\$ 38,000
1700 Airport Loop (\$12/sf)	\$ 30,000	MacDonald	
Christensen Land Lease (\$0.24/sf)	\$ 67,954		
	\$ 170,405		\$ 116,000

Capital Projection for the years ended September 30, 2024

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	2020	2021	2022	2023	2024
REVENUES					
TxDOT					
RAMP	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
T-Hangars	\$ 75,000	\$ 525,000			
Runway and Apron			\$ 1,620,000		
CARES Grant		\$ 69,000			
EDA Grant					
Improve Twy D and utilities			\$ 150,000		
Renovate Rwy 03-21				\$ 990,000	
Taxiway extension, west side					\$ 1,700,000
Intergovernmental					
RAMP	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
County and City- T-hangars	\$ 10,350	\$ 289,650			
County and EIC- Horseshoe	\$ 19,635	\$ 280,365	\$ 250,000		
County and EIC- Box Site		\$ 200,000			
Brinkman Doors and Roof		\$ 465,000			
Paint Hangar Doors and Roof			\$ 125,000		
10% TxDOT Runway, Apron			\$ 180,000		
Slurry Seal Twy F (03-21)					\$ 95,000
Runway 12/30 Midfield Exit					\$ 500,000
From Operations	\$ 34,000				
Total	\$ 238,985	\$ 1,929,015	\$ 2,425,000	\$ 1,090,000	\$ 2,395,000
EXPENDITURES					
Ramp Grant	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
T Hangars	\$ 85,350	\$ 814,650			
Runways, Apron			\$ 1,800,000		
Lift Station, Terminal HVAC		\$ 69,000			
1700 Airport Loop	\$ 34,000				
County and EIC- Horseshoe	\$ 19,635	\$ 280,365	\$ 250,000		
County and EIC- Pads		\$ 200,000			
Brinkman Doors and Roof		\$ 465,000			
Paint Hangar Doors and Roof			\$ 125,000		
Improve Twy D and utilities			\$ 150,000		
Renovate Rwy 03-21				\$ 990,000	
Taxiway extension- west side					\$ 1,700,000
Slurry Seal Twy F (03-21)					\$ 95,000
Runway 12/30 Midfield Exit					\$ 500,000
Total	\$ 238,985	\$ 1,929,015	\$ 2,425,000	\$ 1,090,000	\$ 2,395,000
NET	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Projection for the years ended September 30, 2024

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NOTES

City and County

T Hangars	\$	300,000
Doors and Roof Brinkman	\$	465,000
Doors and Roof Paint	\$	125,000
Runway Apron Rehab 10%	\$	180,000
Midfield exit	\$	500,000
Slurry Seal Twy F (03-21)	\$	95,000

Airport

1700 Airport Loop	\$	34,000
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Other Improvements

Control Tower	TBD
Water pressure improvements	TBD
Runway Protection Zone Rwy 30	TBD

County and EIC

Horseshoe	\$	550,000
Pads	\$	200,000

CARES

Terminal HVAC	\$	33,000
Lift Station	\$	36,000

EDA Grants

Twy D, Utilities	\$	150,000
Renovate 03-21	\$	990,000
Twy ext- west	\$	1,700,000

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KERRVILLE - KERR COUNTY AIRPORT- T Hangar Project 18HGKERRV
 Page 1 of 2 - Construction Costs, Hangar Size and Number, Rent

08/24 2020

Base Bid

Garver OPC, August 5, 2020

Regular, 42' door

Medium, 42' door

Large with 45' doors

10 T-hangars

SF	Rent/month	Annual Rent	Rent PSF/Year	# of Units	Total sf	Total Rent
1071	\$ 369.63	\$ 4,435.50	\$ 4.14	6	6426	\$ 26,613.00
1206	\$ 385.18	\$ 4,622.10	\$ 3.83	2	2412	\$ 9,244.20
1471.5	\$ 442.44	\$ 5,309.33	\$ 3.61	2	2943	\$ 10,618.65
				10	11781	\$ 46,475.85
						\$ 3.94 psf

\$ 1,674,000

Deductive Alternate I

Garver OPC, August 5, 2020

Regular, 42' door

Medium, 42' door

Large with 45' doors

8 T-hangars

SF	Rent/month	Annual Rent	Rent PSF/Year	# of Units	Total sf	Total Rent
1071	\$ 369.63	\$ 4,435.50	\$ 4.14	4	4284	\$ 17,742.00
1206	\$ 385.18	\$ 4,622.10	\$ 3.83	2	2412	\$ 9,244.20
1471.5	\$ 442.44	\$ 5,309.33	\$ 3.61	2	2943	\$ 10,618.65
				8	9639	\$ 37,604.85
						\$ 3.61 psf

\$ 1,463,000

Deductive Alternate II

Garver OPC, August 5, 2020

Regular, 42' door

Medium, 42' door

Large with 45' doors

6 T-hangars

SF	Rent/month	Annual Rent	Rent PSF/Year	# of Units	Total sf	Total Rent
1071	\$ 369.63	\$ 4,435.50	\$ 4.14	2	2142	\$ 8,871.00
1206	\$ 385.18	\$ 4,622.10	\$ 3.83	2	2412	\$ 9,244.20
1471.5	\$ 442.44	\$ 5,309.33	\$ 3.61	2	2943	\$ 10,618.65
				6	7497	\$ 28,733.85
						\$ 3.83 psf

\$ 1,296,000

Deductive Alternate III

Garver OPC, August 5, 2020

Regular, 42' door

Medium, 42' door

Large with 45' doors

4 T-hangars

SF	Rent/month	Annual Rent	Rent PSF/Year	# of Units	Total sf	Total Rent
1071	\$ 369.63	\$ 4,435.50	\$ 4.14	0	0	\$ -
1206	\$ 385.18	\$ 4,622.10	\$ 3.83	2	2412	\$ 9,244.20
1471.5	\$ 442.44	\$ 5,309.33	\$ 3.61	2	2943	\$ 10,618.65
				4	5355	\$ 19,862.85
						\$ 3.71 psf

\$ 1,129,000

2

Mary Rohrer

From: Mary Rohrer <mrohrer@kerrvilleairport.com>
Sent: Monday, August 24, 2020 4:27 PM
To: Michael Van Vliet; 'Eusebio Torres'
Subject: KERV - T Hangar Project 18HGKERRV
Attachments: 0824 2020 Proforma T Hangar Project TxDOT.pdf; 0824 2020 Proforma T Hangar Project TxDOT.xlsx; 2020-08-04 ERV - T-Hangar Development - EOPC (Preliminary).pdf

Hi Michael and Chevy,

As I discussed with Michael few weeks back, attached is a very simple proforma spreadsheet. Based on the hangar costs from Garver also attached, the funding available, and the anticipated rent collected from the hangars; I cannot recommend the Airport Board proceed with the T hangar project as currently programmed.

My concerns:

1. Construction costs unfunded; \$230,000 to \$775,000 shortfall depending on scope definition.
2. Time it takes for rental income to cover the cost of investment is too long; 36 to 57 years to payback costs.
3. Per unit cost of hangar excessive; the unit cost of the least costly hangar configuration is \$280,000, for one T hangar.

In the "Agreement between Sponsor (Airport) and Engineer for Professional Services", it states:
"All services under this agreement shall be performed under direct supervision of the Agent (TXDOT)", and "The Agent will act as referee in all questions arising under the terms of Agreement, and Agent's decisions shall be final and binding."

TxDOT as Agent is free to move forward as currently programmed; however, I prefer collaboration and communication. I request we meet and establish a successful project scope which meets both, Sponsor's and Agent's, objectives and is executed within mutually established budget and timeline.

I can meet you both at the TxDOT office in Austin, (masked and social distanced), on Wednesday afternoon at 2pm (or Thursday or Friday afternoon this week, if preferred) and refine objectives and define a course of action.

Thank you in advance for your time and consideration.

Thanks,
Mary L. Rohrer, P.E.
Airport Manager
Kerrville/Kerr County Airport
Office 830-896-9399 / Cell 210-380-1559
mrohrer@kerrvilleairport.com

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KERRVILLE - KERR COUNTY AIRPORT- T Hangar Project 18HGKERRV
 Page 2 of 2 - Funding, Cash Flow and Payback

08/24/2020

4 T Hangars		6 T Hangars		8 T Hangars		10 T Hangars	
Deduct ALT III	Deduct ALT II	Deduct ALT I	Garver OPC	Garver OPC	Garver OPC	Garver OPC	Garver OPC
Garver OPC	Garver OPC	Garver OPC	TxDOT	TxDOT	TxDOT	TxDOT	TxDOT
Airport	Airport	Airport	Airport	Airport	Airport	Airport	Airport
Unfunded	Unfunded	Unfunded	Unfunded	Unfunded	Unfunded	Unfunded	Unfunded
\$ (1,129,000)	\$ (1,296,000)	\$ (1,463,000)	\$ (563,000)	\$ (563,000)	\$ (774,000)	\$ (1,674,000)	\$ (1,674,000)
600000	600000	600000	300000	300000	300000	600000	600000
300000	300000	300000	300000	300000	300000	300000	300000
\$ (229,000)	\$ (396,000)	\$ (563,000)	\$ (563,000)	\$ (563,000)	\$ (774,000)	\$ (774,000)	\$ (774,000)
Year	Year	Year	Year	Year	Year	Year	Year
Annual Rent	Annual Rent	Annual Rent	Annual Rent	Annual Rent	Annual Rent	Annual Rent	Annual Rent
1	1	1	1	1	1	1	1
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
2	2	2	2	2	2	2	2
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
3	3	3	3	3	3	3	3
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
4	4	4	4	4	4	4	4
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
5	5	5	5	5	5	5	5
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
6	6	6	6	6	6	6	6
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
7	7	7	7	7	7	7	7
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
8	8	8	8	8	8	8	8
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
9	9	9	9	9	9	9	9
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
10	10	10	10	10	10	10	10
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
11	11	11	11	11	11	11	11
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
12	12	12	12	12	12	12	12
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
13	13	13	13	13	13	13	13
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
14	14	14	14	14	14	14	14
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
15	15	15	15	15	15	15	15
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
16	16	16	16	16	16	16	16
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
17	17	17	17	17	17	17	17
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
18	18	18	18	18	18	18	18
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
19	19	19	19	19	19	19	19
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
20	20	20	20	20	20	20	20
19,863	28,734	37,605	37,605	37,605	46,476	46,476	46,476
397,257	574,677	752,097	929,517	929,517	929,517	929,517	929,517
Cash Flow, 20 yrs	Cash Flow, 20 yrs	Cash Flow, 20 yrs	Cash Flow, 20 yrs	Cash Flow, 20 yrs	Cash Flow, 20 yrs	Cash Flow, 20 yrs	Cash Flow, 20 yrs
397,257	574,677	752,097	752,097	752,097	929,517	929,517	929,517
Investment	Investment	Investment	Investment	Investment	Investment	Investment	Investment
(1,129,000)	(1,296,000)	(1,463,000)	(1,463,000)	(1,463,000)	(1,674,000)	(1,674,000)	(1,674,000)
Net	Net	Net	Net	Net	Net	Net	Net
(731,743)	(721,323)	(710,903)	(710,903)	(710,903)	(744,483)	(744,483)	(744,483)
Payback, Years	Payback, Years	Payback, Years	Payback, Years	Payback, Years	Payback, Years	Payback, Years	Payback, Years
57	45	39	39	39	36	36	36
Cost Per Unit	Cost Per Unit	Cost Per Unit	Cost Per Unit	Cost Per Unit	Cost Per Unit	Cost Per Unit	Cost Per Unit
\$ 282,250	\$ 216,000	\$ 182,875	\$ 182,875	\$ 182,875	\$ 167,400	\$ 167,400	\$ 167,400

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AGENDA ITEM 4G 1- UPDATE ON JULY 30, 2020 WIND STORM

Repair Items

	Costs	Vendor	Submitted to Adjuster?	Work complete?
1 Brinkman Hangar				
North Hangar Door				
a. Cost to re-install existing door	Pending	Alamo Door	no	yes
b. Cost to replace north door system	\$ 168,325	Alamo Door	yes	no
c. Connect electrical todoor openers	\$ 500	Priour Elect	yes	yes
Reinstall and replace roof insulation	Pending		no	yes
Inspect roof for damage	Pending	Cypress	no	no
2 Wood Fence along Al Mooney Road				
Repair fence and lighting				
a. Cost to fix hole in fence	\$ 650	Secor	no	yes
b. Cost to repair broken fence (460 LF)	Pending	Secor	no	no
c. Repair electrical to red lights	\$ 1,200	Priour	yes	no
3 Other Items				
a. Damage to Runway Lighting	Pending	F&W	no	no
Costs to date (8/25/2020)	\$ 170,675			

4G2 - 1-3

MEMORANDUM

TO: Airport Board Members
CC: Tom Mosier, Jonathan Letz, James Robles, and EA Hoppe
FROM: Mary Rohrer
DATE: August 25, 2020
RE: AGENDA ITEM 4G.2 - FY 2020 Capital Projects Update



Work Package 1 - Ten T Hangars

Budget, \$900,000 (County share \$150,000; City share \$150,000; TxDOT Grant \$600,000)

Estimate of FY 2020 Spend- City/County= \$5,175 each

Estimate of FY 2021 Spend- City/County= \$144,825 each

- May 7 – TxDOT signed Garver’s engineering services agreement. Paid 10% of engineering fee to TxDOT to commence work, \$10,350, City/County Paid= \$5,175.
- May 14 – TxDOT, Garver and Selection Committee attended a Pre-Design Conference virtual meeting. T hangars design for 42’ and 45’ wide doors and 14’ door height.
- June 3- Preliminary concept site plan approved by Airport Selection Committee
- June 29 – Garver issued Preliminary Engineering Report, PER, which includes site plans, cost estimates, alternates for TxDOT and Airport’s review.
- July 14- Online meeting with TxDOT, Garver, TxDOT and KERV Selection Committee- jointly reviewed PER. Scope reviewed for 10 T Hangars and pad area for two future box hangars. Proposed site grading and utilities reviewed. Removed proposed restroom and associated utilities from scope to reduce costs. Discussed Garver estimated fee (\$200,000) for construction administration and onsite services during hangar construction. Risk- TxDOT engineer’s opinion of probable cost is \$1.6m.
- August 5- Received 75% plan set for airport review. Meeting to be scheduled to review plans with Garver and TxDOT
- August 24- Mary Rohrer sent letter regarding unfunded construction costs, long payback and high unit cost TxDOT, requested meeting.
- August 25- 75% Plan check meeting postponed
- Dates below AT RISK
- TBD- City/County/TxDOT and permit received
- September- Bid process by TxDOT; posting documents, pre bid meeting at Airport, reviewing bids and preparing construction contract
- October- Airport pays 10% share of TxDOT’s construction budget, \$66,600, (less engineering fees paid in June) about \$56,250. City/County Share is \$28,125 each

- October/November- Mobilize to site, remainder of City/County \$300,000 contribution is \$233,400. Share of remaining cost, City/County Share is \$116,700 each; paid monthly as work progresses
- Construction – Site and buildings 6 months

Work Package 2 – Site work for Box Hangars –

Budget, \$200,000 (County Share \$100,000; EIC share \$100,000)

Estimate of FY 2020 Spend- EIC/County= \$10,000 each

Estimate of FY 2021 Spend- EIC/County= \$90,000 each

- April - Fee proposal from Garver received for engineering work to design box hangar site work.
- June- Approved Concept Plan has two box hangar pads vs three pads initially proposed to County and EIC.
- July 17- Presented box hangar pad exhibit during PER review call. TxDOT will no longer allow the site grading of pad to be included in the T hangar bid. Airport will need to contract separately
- August – Prepare mass grading plan for box hangar area. Design fee estimate is = \$20,000. EIC/County share= \$10,000 each
- September- After TxDOT T-hangar contractor is selected, obtain cost to grade pads
- October – Mobilize to site
- October/November- Commence marketing to future pad users, assuming delivery method to pad tenants as a ground lease.
- November/December/January- Grading complete (8-12 weeks) concurrent with T hangar site work, and site construction costs paid monthly, estimated construction costs=\$180,000. EIC/County Share = \$90,000 each
- February/March 2021- Pads complete
- April 2021- Aircraft access to pads ready

Work Package 3 – Horseshoe, Phase 1

Budget \$550,000 (County share \$275,000; EIC share \$275,000)

Phase 1- Demo and Site work= \$300,000

Phase 2- Building shell=\$250,000

Estimate of FY 2020 Spend- EIC/County= \$39,818

Estimate of FY 2021 Spend- EIC/County= TBD

- January- Asbestos removal work complete, costs for testing and abatement= \$14,835, EIC/County Paid= \$7417 each
- March – Horseshoe (including red iron and roof), Stress test room, Telephone room and plan room, ready for demo.
- April -Fee package from Garver received. Garver proceeded with submittal of FAA Forms 7460 and OE/AAA. Fee = \$4800, EIC/County Share= \$2400 each

- April 21-Garver submitted Form 7460 to FAA for demo of the Horseshoe and associated buildings. Standing by to submit FAA form for proposed hangar configuration.
- August 10, received approval by FAA and stakeholders commence demo work, budget =\$60,000, EIC/County share=\$30,000 each
- Budget for installing new hangar building in-lieu of renovation is in process. Same parameters as existing building. Scope defined as 140' by 70 ft hangar shell, 9800 sf (Door 70' by 20' high) installed on existing slab.
- Ongoing- Once tenant is identified and their needs defined, develop design package for hangar shell and site layout.
- TBD - Commence work

August Agenda Item 4G.3 Leasing Update

0720 2020

Acct Code	DESCRIPTION	Notes
Land; Land and Structure Leases		
301	Land Tenants	
	Air Evac	
	Apache Springs	
	Drane, Steven	
	Guadalupe Aviation	
	Kerrville Aviation (North)	
	South Texas Refueling	
	Stieren, George	
	PROSPECT- Box Hangar Development	Christiansen -ground lease 6.5 acres, presentation today.
401	Land and Structure Tenants:	
	Flying Diesel	
	Kerrville Aviation (South)	
	Mooney Horseshoe	
	1700 Airport Loop	Complete in about 30 days, 2500sf space, stop by!
		Opportunities
		Portion of Airport Maint Office, \$40k budget to subdivide, work started July 20
		Horseshoe-Interested party visited airport on May 13
		Bldg 27 600sf enclosed, plus patio
601	Brinkman & Offices	Notes
	Tenants	
	Air Methods	
	MacDonald Companies	
	Richardson Aviation	
	Walters, Corey	
	Air Ops Int'l- Office 109	
		Opportunities- NONE
602	Terminal	Notes
	Tenants	
	Billie, Ron	
	Grassell	
	Hill Country Aviation (Dave Bryant)	
	Kerrville Aviation (2 offices)	
	Davenport	
		Opportunities- NONE
		Waiting list for office
603	T.Hangars	Notes
	Tenants	Opportunities
	Hangars A-B, 16 Units	
	Hangars C-D, 12 Units	
	Paint Hangar, 4 units	Two offices in Paint Hangar, 325sf and 225sf
		Two Box Hangar pads- land lease
		Hangar E, 10 units:
		Waiting List= 21
		New Aircraft to KERV= 17
		On field Aircraft= 5
605 & 625	Storage Rent and Long Term Parking	
	Tenants	Opportunities
	Storage	
605	4 units, 3 leased	One vacant storage space
	Parking	
625	18 spaces leased	