



Meeting Procedures during Disaster Period

COVID-19 (Coronavirus) provides a unique concern in that gathering members of the public, City Council, and City staff within a physical setting constitutes a public health risk. The Texas Open Meetings Act (Ch. 552, Tx. Gov't Code) does not contemplate an instance where a governing body meeting might be completely virtual to avoid further spread of COVID-19. However, on March 16, 2020, the Texas Governor suspended certain requirements of the Open Meetings Act to permit open meetings to occur in a fully virtual setting (e.g., telephonic or videoconference meeting).

Pursuant to the Governor's most recent order and in an effort to avoid and mitigate health risks, the Kerrville- Kerr County Joint Airport Board plans to hold meetings only as necessary. When it is necessary to hold a meeting, Kerrville- Kerr County Joint Airport Board will convene in a virtual forum (e.g., webinar and/or teleconference) and attendance will be limited to only those persons essential to holding the meeting.

ALTERNATIVE CITIZEN/PUBLIC PARTICIPATION GUIDELINES (Due to COVID-10 Pandemic Disaster Declaration)

Despite the necessity to restrict public access to Kerrville-Kerr County Joint Airport Board meetings in the interest of public health during the COVID-19 pandemic, citizens and visitor are welcome to participate in meetings an alternative way as outlined below.

Instructions for written comments:

Written comments will be read into record, and can be provided in two different ways:

OPTION 1 by hard copy – Comments may be dropped off at the City Hall Utility Payments Drop-Box on the north side of City Hall by 5:00 p.m. on Tuesday, May 26, 2020. You are required to provide your first and last name, address, and identify the item you wish to comment on.

OPTION 2 by email - Comments can be emailed to cdungan@kerrvilleairport.com and must be received by 5:00 p.m. on Tuesday, May 26, 2020. You are required to provide your first and last name, address, and identify the item you wish to comments on.

For either option, please provide **all required information** in order for your comments to be accepted. Thank you for your participation!

**AGENDA
REGULAR MEETING OF THE
KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
MAY 27, 2020 at 8:30 AM
KERRVILLE CITY COUNCIL CHAMBERS
701 MAIN STREET, 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 February 26 and April 22, 2020 Board Meeting Minutes

4. DISCUSSION AND POSSIBLE ACTION

4A. Monthly Financials, April- James Robles

4B. General Update - Mary

1. COVID 19 – CARES ACT Update
2. FY 2020 Projects Updates
3. Leasing Update
4. Interlocal Agreement review

4C. Strategic Plan Update

4D. Approve FY 2020-2021 Operations Budget

4E. FY 2021 Budget Capital Budget and Outlook FY 2021-2031

4F. Real Property (Executive Session 551.072)

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.

6. **ADJOURNMENT**

The facility is wheelchair accessible, and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-257-8000 for further information.

I hereby certify that this agenda was posted as notice of the meeting on the bulletin board at the City Hall of the City of Kerrville, Texas, and on the City's website on the following date and time: May 21, 2020 at 5:00PM and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Kayla McInturff

Kayla McInturff, Deputy City Secretary, City of Kerrville, Texas

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

Wednesday, May 27, 2020 at 8:30 a.m.

Kerrville City Council Chambers

701 Main Street

Kerrville, Texas 78028

MEMBERS PRESENT:

Bill Wood, President

Mark Mosier, Vice President

Jim Mans

Keith Miller

Trey Atkission

AIRPORT BOARD STAFF PRESENT:

Stephen Schmerbeck, new incoming Airport Board Member

Mary Rohrer, Airport Manager

Carole Dungan, Executive Assistant

VISITORS:

Tom Moser, County Commissioner

Judy Echner, City Council Person

E.A. Hoppe, Deputy City Manager

James Robles, County Auditor's Office

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CALL TO ORDER

1. VISTORS FORUM:

No comments were given or recorded

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

Mary Rohrer reminded everyone that this would be Bill Wood's last meeting as a member of the Joint Airport Board and President. Due to the restrictions of the COVID 19 virus a "shindig" for Bill would be postponed until such time as we can have more than 10 people at a meeting.

Bill Wood responded that it has been his pleasure to serve on the board for the past 8 years.

Mark Mosier complimented Mr. Wood telling all present what a tremendous asset he has been to the Board.

Mary also gave a quick rundown as to what financial issues would be discussed and in what order they would be presented.

Judy Echner informed the Board that Stephen Schmerbeck was approved by the City Council at their meeting on Tuesday May 26, 2020 meeting.

3. CONSENT AGENDA

3. A The Board approved the minutes for the February 26 and April 22, 2020 meetings with a vote of 5-0. (See Exhibits 3.1a and 3.1

4. DISCUSSION AND POSSIBLE ACTION

4 A. James Robles presented the financial report ending on April 30, 2020. The Board voted to accept the financial report with a vote of 5-0. (See exhibit 4A)

4 B. Mary Rohrer explained the new COVID 19 FAA grants and how we will be receiving \$69,000 for use on the airport. Her plan is to use this money to repair the hangar doors on the 1815 Hangar. (See exhibits 4.B1 and 4.B2) She then went on to update the Board on the status of Storm Damage repairs (see exhibit 4.B3) Capital Improvements, Contingency Fund, RAMP Grant funds and Renovation of building at 1700 Airport Loop (see exhibit 4 B4), status of the Capital Projects for FY 2020 (see exhibit 4 B5), and update the status of our leasing on the airport (see exhibit 4 B6).

4 C. Jim Mans talked about reviewing and updating our Strategic Plan. The board discussed having workshops to make changes to the plan (see exhibit 4C).

4 D. The Board reviewed the FY 2020-2021 Airport Operations and Capital Budget and with minor changes approved the budget with a vote of 5-0 (see exhibit 4 D).

4 E. The Board reviewed the FY 2021 Capital Budget and Outlook for FY 2021-2031 and with some changes accepted the plan. (See exhibit)

4 F. The Board went into Executive Session at 11:14 to discuss real property issues.

5. EXECUTIVE SESSION

- 5 A. Board went into executive session at 11:14 am to discuss real property issues (551.072).
Board returned to open session at 11:55 and announced that no action was taken.

6. ADJOURNMENT

The Joint Airport Board adjourned the meeting at 11:57.

CERTIFIED AGENDA

An Executive Session of the

Kerrville / Kerr County Joint Airport Board

27 Day of May, 2020

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 11:14 a.m.
3. Those present in the executive session were (*circle those present*):

Bill Wood, President

Mark Mosier, Vice-President

C James Mans, Board Member

Keith Miller, Board Member

Trey Atkission, Board Member

Mary Rohrer, Airport Manager

Others: (List by Name and Position) ~~Dixon Mosty~~ JAB Attorney, Stephen Schmerbeck new board member

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 11:55 a.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: Bill Wood

Bill Wood, Presiding Officer

EXHIBIT 3.1a

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Regular Meeting

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

Airport Terminal Conference Room

1877 Airport Loop Road

Kerrville, Texas 78028

MEMBERS PRESENT:

Bill Wood, President

Mark Mosier, Vice President

Jim Mans

Keith Miller

Trey Atkission

AIRPORT BOARD STAFF PRESENT:

Mary Rohrer, Airport Manager

Carole Dungan, Executive Assistant

COUNTY STAFF PRESENT:

Tom Moser, County Commissioner

James Robles, Assistant County Auditor

CITY STAFF PRESENT;

Judy Echner, City Councilperson

VISITORS:

Dixon Mosty , Airport Attorney

Joe Kennedy owner of Kerrville Aviation

Ross Dunigan

Richard Hatch

David Harrison

I-N-D-E-X

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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 Session 551.071 (consultation with Attorney), 551.072 (deliberations regarding real property), 551.073 (deliberations regarding gifts), 551.074 (personnel matters), 551.075, 551.076 (deliberations regarding security devices) or 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas.	
6.	ADJOURNMENT	4

1. VISTOR FORUM –

Mr. Richard Hatch gave a brief presentation on the need for an Aviation program as there is a shortage of pilots, Aviation mechanics and flight attendants. He is assembling a group of people who will be working with Schreiner University to develop a curriculum where the students can earn a Bachelor's Degree in Aviation and be trained as pilots when they graduate.

2. KERRVILLE – KERR COUNTY JOINT AIRPORT BOARD MEMBER FORUM –

Board Member Jim Mans, brought up the issue of Board Members Terms. He reminded the Board that this needs to be approved by both the City and County and should be placed on their agendas as soon as possible.

3. CONSENT AGENDA:

The Board approved the Joint Airport Board minutes for January 22, 2020 meeting with a vote of 5-0.

4. DISCUSSION AND POSSIBLE ACTION

4A. Financials - James Robles – Presented the financials for January. A motion to accept the financials made and seconded. The vote was 5-0 to accept the financials.

4B. Motion was made and seconded to change the March meeting to April 1st as several of the Board Members could not be present on the regularly scheduled meeting date. The motion passed with a 5-0 vote.

4C. Monthly update from Kerrville Aviation

- Joe Kennedy reported an increase in revenue for the year of \$50,000. Fuel sales are up over the previous year.
- He reported an increase in employees. He is furnishing the employees with safety vests for the employees they wear while out on the ramp. It makes them easily seen and identified.
- Joe informed the Board that he is in talks with the firm of RBR out of Dallas to move an avionics shop to the airport.

4D. General Update –

- Mary Rohrer gave the Board an update on the status of the repairs to the airport roofs (see handout). She handed out a breakdown of the Projects for 2020 (see handout). She also reported on the Leasing opportunities on the airport (see handouts).
- She reported that the doors at the Brinkman Hangar are scheduled to be repaired.
- She gave a brief update on the Strategic Plan action items (see handout)

4E. Ross Dunigan with Flyin' Diesel Performance gave the Board a presentation and asked their approval to hold a drag race using runway 3-21 (see handout). A motion was made and seconded to allow Ross Dunigan to have an event at the airport. He will review the runway and its condition with Mary Rohrer and a representative of Sealcoat Specials to ensure that any damage to the runway can and will be repaired.

4F. Mary went over the proposed Airport Budget for FY 2020-2021 and the Capital Items to be requested for the next 10 years (see handout).

5. Executive Session –

- o Board went into Executive Session at 10:57 to discuss the following items
 - 4G. Personnel Matters (551-074)
 - 4H. Real Property (551.072)
 - 4I. Conduct Interviews with prospective board applicants (551.74)

Board came out of Executive Session at 2:25 pm.

6. ADJOURMENT

A Motion for adjournment. Vote was 5-0. Meeting adjourned at 2:27 p.m.

EXHIBIT 3, 1B

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

Special Meeting

Wednesday, April 22, 2020 at 8:30 a.m.

Kerrville City Council Chambers

701 Main Street

Kerrville, Texas 78028

MEMBERS PRESENT:

Bill Wood, President

Mark Mosier, Vice President

Jim Mans

Keith Miller

Trey Atkission

AIRPORT BOARD STAFF PRESENT:

Carole Dungan, Executive Assistant

VISITORS:

Dixon Mosty, Airport Attorney

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	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 Session 551.071 (Consultation with Attorney), 551.072 (deliberations regarding real property), 551.073 (Deliberations regarding gifts), 551.074 (personnel matters), 551.075, 551.076 (deliberations Regarding security devices) or 551.087 (deliberation regarding economic development Negotiations) of Chapter 551 of the Government Code of the State of Texas.	1
	1A. Selection of a Joint Airport Board Member to replace the outgoing member – 551.074 (personnel matters)	
	1B. Discussion of Real Estate Matters – 551.072 (deliberation of real estate matters)	
2.	ADJOURNMENT	1

CALL TO ORDER

President Bill Wood made opening remarks and the Board went into Executive session at 8:32 a.m.
See attached handout for explanation of Covid – 19 requirements for Meeting under the Open Meeting Act.

1. Executive Session –

- o Board went into Executive Session at 10:57 to discuss the following items
 - 1A. Selection of a Board Member to replace the outgoing member - Personnel Matters (551-074)
 - 1B. Discussion of Real Property - (551.072)
 - 4I. Conduct Interviews with prospective board applicants (551.74)

Board came out of Executive Session at 9.21 pm. During Executive Session the following action was taken: A new board member was selected.

2. ADJOURMENT

A Motion for adjournment was made and seconded. The vote was 5-0. Meeting adjourned at 9:22 p.m.

AGENDA ITEM 4B-1a
COVID19- CARES ACT UPDATE

Big Picture:

1. Kerrville- Kerr County Airport has been allocated \$69,000 of Group 4 Funding
2. TxDOT Conference Call is scheduled for Tuesday May 26 at 1pm.
3. Updated information from the call will be shared at May 27 Board Meeting

MAY 12 EMAIL FROM KARI CAMPBELL, TXDOT GRANT DIRECTOR

TxDOT Aviation CARES Act Grant Process

As a Block Grant State, TxDOT will receive CARES Act funding in a grant from the FAA and TxDOT will be tasked with issuing the grants individually to Texas GA airports. In addition to FAA requirements, there are Texas Administrative Code requirements to be followed as well. Airports will request funding through TxDOT Aviation and not the FAA.

- TxDOT is required to present all 100% airport relief funding amounts (called Group 4 funding) to the Texas Transportation Commission for funding approval, as is done with our Capital Improvement Program grant awards.
- The **Commission** date for CARES Act funding approval is scheduled for **May 28, 2020**. We anticipate CARES Act grants to be issued upon Texas Transportation Commission approval and receipt of the online funding request.
- A briefing via teleconference will be conducted by TxDOT Aviation and FAA SW Region to discuss the grant process for CARES Act funding. A call is scheduled for May 26th at 1pm.

CARES Act for Airports Overview

Per the FAA, the CARES Act provides approximately \$10 billion to support U.S. airports experiencing severe economic disruption caused by the COVID-19 public health emergency. This funding will be distributed to airports to prevent, prepare for, and respond to the impacts of the COVID-19 public health emergency. CARES Act stands for Coronavirus Aid, Relief, and Economic Security (CARES) Act Airport Grant Program. The CARES Act for airports **is not** considered a loan and **will not** require any funds to be paid back if used for a lawful airport purpose. Record retention will be required for expected audits of CARES Act grants and payments. **Texas general aviation airports will be receiving approximately \$11M in CARES Act grant funding.**

There are two groups of CARES Act funding applicable to Texas general aviation airports: Group 1 and Group 4 funding. Group 1 provides an additional 10% federal funding to the State Block Grant Program which is intended to offset the current 90/10 funding ratio for federally funded capital improvement projects that were planned and programmed for FY2020. Group 4 provides federally determined funding amounts to serve as financial relief for airports and these funds are subject to the FAA's Revenue Use Policy. TxDOT will supply a request form, to serve as a "request for funding", that airports will use to request Group 4 funding only (Group 1 funding will automatically be applied to eligible grants).

The airport can use CARES Act funding for operational expenses, the local match for airport development project grants, or a combination of both operations and airport development projects.

Group 4 Funding: Relief Funding for General Aviation Airports

The FAA has determined the CARES Act funding amount to serve as 100% relief funding, also known as Group 4 funding, for individual NPIAS Airports. This federally-determined amount is based on the FAA's NPIAS category of airport; your airport's funding amount is shown in the attachment. TxDOT Aviation has submitted a grant application to the FAA on your behalf, as being in the Block Grant State Program. Each airport will be required to submit an official request to TxDOT Aviation for the amount allocated to your airport. A request form will be provided to you by TxDOT.

How to request for Group 4 funding:

- TxDOT will have an online form to request funding that will soon be available to airports on our website; an e-mail notification will be sent to airports when the application is available.
- A Letter of Interest (LOI) or a resolution to request the funding or project **is not** required.
- Airports will have two (2) grant options to choose from:
 1. Using the relief funding for only operating expenses.
 2. Using the relief funding to serve as a local match to a project, for a new development project, or a combination of operating expenses and development. Additional coordination with TxDOT is required for using funding towards a project.

What is needed from the Airport/Airport Sponsor:

In order to apply for funding, and to be better prepared to receive funding, the airport will need to know:

- The type of grant requested (operating expenses or combination, airport development and operating expenses)
- Name of contact person on behalf of airport – not signatory authority, but to serve as TxDOT and eGrants liaison (similar to a Designated Representative for airport development projects)

We hope this message provides all the information necessary to receive local governmental approval to request the funding, if local approval is required.

Thank you!

Kari Campbell

Director, Grant Management
TxDOT Aviation Division

EXHIBIT 4 B 2

FY 2020 Budget and Spend Update

FUNDING SOURCE		Amount	Acct Code	Status	Description	Amount	Acct Code	Status
47-800-20X	CARES ACT (funding available thru Dec 2020)	\$ 69,000.00	47-800-202	Pending	Brinkman rollers on AirM hangar doors, Payment 1	\$ (10,653)	202	Paid, CARES to refund
					Brinkman rollers on AirM hangar doors, Payment 2	\$ (10,653)	202	Paid, CARES to refund
					Two New door operators- AirM and Richardson	\$ (20,250)	202	Proposal
					Brinkman rollers on MacDonald hangar doors	\$ (20,006)	202	Proposal
					Portion of operators (\$7k of \$20k) for MacD doors	\$ (7,400)	202	Remainder \$12.6k in RAMM 2021 budget
	Subtotal Funding	\$ 69,000.00			Subtotal Expenses	\$ (68,962)		
	Budget Remaining	\$ 38.00						
FUNDING SOURCE								
47-800-215	STORM DAMAGE REPAIRS		47-800-215		Brinkman Hangar roof repairs	\$ (5,600.00)	215	Proposal
	Remaining funds (FY 2020 Spend by 9/30/20)	\$ 21,405.00			Paint Hangar roof repair, Phase 1	\$ (15,000.00)	215	Proposal
	Subtotal Funding	\$ 21,405.00			Subtotal Expenses	\$ (20,600.00)		
	Budget Remaining	\$ 805.00						

EXHIBIT 4.B3

EXHIBIT 4B.4

FY 2020 Budget and Spend Update

FUNDING SOURCE		Acct Code	Status	Description	Amount	Acct Code	Status
47-800-508	RESERVE FOR CAPITAL (Truck)	47-800-508			\$ 15,000.00		
47-800-512	CONTINGENCY II	47-800-512			\$ 30,800.00		
				Terminal Bldg Mulch		-3550	Paid
				Property Insurance Overage, plus \$2500 additional		-2446	Paid
				Terminal Building HVAC, Access doors, Condensate		-10000	est
				Paint Interior of Terminal bldg		-8000	est
				Western States Finish up Alarm system, Brinkman		-5500	Pending June Proposal
				Paint Flynn Diesel Bldg		-7000	Pending Proposal
				Terminal Deep clean and replace apron furniture		-5000	est
				Subtotal			
				Funding	\$ 45,800.00		
				Budget Remaining	\$ 4,304.00		
				Subtotal Expenses			
					\$ (41,496)		
FUNDING SOURCE							
46-600-104	RAMP GRANT FY 2020		Approved		\$100,000		
				AWOS Maint	\$ (5,966.00)		Paid
				SWPPP	\$ (5,500.00)		Paid
				AWOS Rain Gauge	\$ (1,600.00)		Paid
				Concrete sign bases	\$ (2,284.00)		Paid
				Gate/ Controller at Apron	\$ (10,350.00)		Paid
				Concrete Caulking	\$ (25,000.00)	est	Not started
				Crack Seal Taxiway A and E	\$ (12,000.00)		Partial pay
				Tree Trimming	\$ (800.00)		In Process
				Terminal Slurry	\$ (15,000.00)		Proposal
				Pavement Engineering Study	\$ (10,000.00)		Paid
				Subtotal			
				Funding	\$100,000		
				Budget Remaining	\$ 11,500.00		
				Subtotal Expenses			
					\$ (88,500.00)		
FUNDING SOURCE							
48-600-116	MAINT BLDG RENOVATION	48-600-116	In Budget		\$40,000		
				One hour wall, Restroom, office	\$ (33,400)		Proposal
				Remainder funds towards tenant needs			\$6,600
				Subtotal			
				Funding	\$40,000		
				Budget Remaining	\$6,600		
				Subtotal Expenses			
					\$ (33,400)		

EXHIBIT 4B5

MEMORANDUM

TO: Airport Board

FROM: Mary Rohrer

DATE: May 27, 2020

RE: Agenda Item 4B.2- Status of FY 2020 Budget and Capital Improvements
Kerrville- Kerr County Airport



Work Package 1 - Ten T Hangars

- May 7 – TxDOT signed Garver’s engineering services agreement. Fee higher than Airport expected.
- May 14 – TxDOT, Garver and Selection Committee attended a Pre-Design Conference via virtual meeting and discussed project scope. Airport expressed concerns on scope creep and anticipated higher construction costs. We requested T hangars be the primary design concept and hangars be designed for no larger than Group 1 aircraft (most SE pistons- Tail height less than 20’; wing span less than 49’). TxDOT directed Garver to proceed with Preliminary Engineering Report with various options and alternates.
- May 21- Garver and Selection Committee discussed specifically the hangar design via virtual meeting. Reviewed in detail the hangar design and concepts. Proposed hangars generally similar to C-D. Selection Committee provided mark up of C-D hangar layout with 45’ door on largest hangar.
- May 22 through June 5- Geotechnical investigations and field surveys underway.
- June 27 - Garver issues Preliminary Engineering Report, PER, to include site plans, cost estimates, results of surveys and options to select hangar and site design for TxDOT and Airport’s review.
- July- Construction drawings start after design concept and estimated costs identified in PER are agreed to by Airport, TxDOT and Garver.
- August- Final signed and sealed plans delivered to Airport and TxDOT
- August - Plan check, City/County/TxDOT and permit received
- September- Bid process handled by TxDOT, including posting documents, pre bid meeting at Airport, reviewing bids received. TxDOT negotiates contract and awards to selected bidder.
- October- Mobilize to site
- Construction – Site and buildings 6 months
- March/April 2021 Complete
- Budget, \$900,000 (County share \$150,000; City share \$150,000; TxDOT Grant \$600,000)

Work Package 2 – Site work for Box Hangars

- Fee proposal from Garver received for engineering work to design box hangar site work.
- Fee was higher than anticipated, requested scope reduction to a mass grading plan to include in the TxDOT T hangar bid set.
- June/July – Prepare grading plan box hangar area.
- June- Commence marketing to future pad users. Delivery method determined, as a ground lease (more likely) or if airport builds hangars for user (less likely)
- September- Add to TxDOT bid package, award grading work with T hangars
- October – Mobilize to site
- November/December- Grading complete (8 weeks) concurrent with T hangar site work
- January/February 2021- Pads complete
- April 2021- Aircraft access to pads ready
- Budget, \$200,000 (County Cost Share \$100,000; EIC share \$100,000)

Work Package 3 – Horseshoe, Phase 1

- January- Asbestos removal work complete
- March- Utility coordination complete with KPUB, Atmos, Windstream to turnoff utilities prior to demo.
- March – Horseshoe (including red iron and roof), Stress test room, Telephone room and plan room, ready for demo.
- April -Fee package from Garver received for engineering work, was higher than anticipated.
- To demo and rebuild the Horseshoe, submittal of FAA Forms 7460 and OE/AAA required.
- April 21-Garver submitted Form 7460 to FAA for demo of the Horseshoe and associated buildings, approval time 4 to 6 weeks
- Upon approval by FAA of demo commence demo work.
- Ongoing- Once tenant is identified and their needs defined, develop design package for hangar shell. Scope defined as 140' by 70 ft hangar shell (Door 70' by 20' high)
- TBD - Commence work, assume 24 weeks of work, shell delivery
- Budget \$550,000 (County share \$275,000; EIC share \$275,000)

EXHIBIT 4 B6

Agenda Item 4B.4 Leasing Update

0527 2020

Acct Code	DESCRIPTION	Notes
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301	Land; Land and Structure Leases	Notes
	Land Tenants	
	Air Evac	
	Apache Springs	
	Drane, Steven	
	Guadalupe Aviation	
	Kerrville Aviation (North)	
	South Texas Refueling	
	Stieren, George	
	<i>PROSPECT- Box Hangar Development</i>	April LOI sent to Christiansen -ground lease 6.5 acres for hangar project, waiting for response

401	Land and Structure Tenants:	
	Flying Diesel	
	Kerrville Aviation (South)	
	Mooney Horseshoe	
		Opportunities
		Portion of Airport Maint Office, \$40k budget to subdivide, start work in June
		Horseshoe-Interested party visited airport on May 13
		Bldg 27 600sf enclosed, plus patio

601	Tenants	Notes
	Air Methods	
	MacDonald Companies	
	Richardson Aviation	
	Walters, Corey	
	Office 109	Office vacant, \$385/mo

602	Terminal	Notes
	Tenants	
	Blilie, Ron	
	Grassell	
	Hill Country Aviation (Dave Bryant)	
	Kerrville Aviation (2 offices)	
	Davenport	
		Opportunities- NONE

603	Tenants	Opportunities
	Hangars A-B, 16 Units	
	Hangars C-D, 12 Units	
	Paint Hangar, 4 units	
		Two offices in Paint Hangar, 325sf and 225sf
		Box Hangars- FY2021 Capital
		Hangar E, 10 units:
		Waiting List= 22
		New Aircraft to KERV= 17
		On field Aircraft= 5

605 & 625	Tenants	Opportunities
	Storage	
605	4 units, 3 leased	One vacant storage space
	Parking	
625	20 spaces leased	

EXHIBIT 4C

AGENDA ITEM 4C

Kerrville/Kerr County Airport Strategic Plan Annual Update and Review May 27, 2020

Our current Strategic Plan is dated June 1, 2019 which means it is coming up on a one-year birthday. So it is time to update the plan including 2019 financial information and other data.

A fairly detail review needs to be completed by the Board answering the questions:

- What did we say we were going to do?
- What did we do?
- What did we learn that we didn't know?
- How should the plan be changed?
 - What should be deleted?
 - What should be kept and modified?
 - What should be added?

Discussion today is to develop a timeline and steps to complete the plan update. The goal is to present the updated plan to our Airport Owners at a joint meeting in September, similar to our meeting at the Hill Country Youth Event Center last September.

Tasks and Timeline:

- Redline the existing report
- FY2019-2020 financial information updated in text and charts
- Implement changes to the Strategic Initiatives, Goals, and Objectives
- Action steps updated
- Establish date, time location of Joint Meeting
- Other open items

EXHIBIT 4.D

Joint Airport Board Approved 5/27/2020
 KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
 BUDGET FOR FY 2020-2021

Version L	2015	2016	2017	2018	2019	2020	2021 Budget
5/22/2020	Actual	Actual	Actual	Actual	Actual	Budget	Version L

47-AIRPORT

INTERGOVERNMENTAL REVENUE							
47-300-602	KERR COUNTY	47,478	35,000	21,735	0	0	0
47-300-603	KERRVILLE	47,479	35,000	21,735	0	0	0
47-300-604	GRANTS		0				
TOTAL INTERGOVERNMENTAL REVENUE		94,957	70,000	43,470	0	0	0

LEASE/RENTAL INCOME

47-325-301	AIRPORT LAND LEASES	122,204	129,139	154,842	154,473	157,893	161,301	40,200
47-325-401	AIRPORT LAND AND STRUCTURES							142,000
47-325-601	BRINKMAN HANGAR LEASES	63,354	64,208	68,481	69,489	73,718	92,687	97,000
47-325-602	TERMINAL LEASES	15,316	14,865	15,883	12,787	12,500	12,833	13,000
47-325-603	T-HANGAR LEASES	98,926	98,697	109,470	117,851	118,293	118,200	126,000
47-325-604	VEHICLE RENTAL SURCHARGE	3,112	3,971	3,814	3,447	4,016	3,672	3,000
47-325-605	T-HANGAR STORAGE FACILITY LEASES	805	3,015	2,520	2,520	2,167	2,520	1,300
47-325-625	PARKING LOT LEASES	3,219	5,725	3,900	4,675	5,668	4,500	5,000
TOTAL LEASE/RENTAL INCOME		306,736	319,619	358,910	365,222	374,255	395,713	427,500

FUEL SALES - AVIATION

47-350-601	FUEL FLOW FEES	30,604	31,382	37,600	33,438	38,462	33,000	20,000
47-350-602	OTHER			0				
TOTAL REIMBURSEMENT		30,604	31,382	37,600	33,438	38,462	33,000	20,000

PROCEEDS

47-370-260	SURPLUS PROPERTY SALE					2000		
47-370-975	INSURANCE PROCEEDS					165359		
47-370-980	APPROPRIATED FUND BALANCE							

INTEREST INCOME

47-380-601	INTEREST INCOME	18	23	100	329	498	0	
TOTAL INTEREST INCOME		18	23	100	329	498	0	

TRANSFER IN

47-390-610	TRANSFER IN	0	0	0	0	0	0	
TOTAL TRANSFER IN		0	0	0	0	0	0	

TOTAL REVENUES ***

TOTAL REVENUES ***		432,313	421,025	440,080	398,989	413,215	428,713	447,500
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KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
BUDGET FOR FY 2020-2021

Approved

Version L Expenses	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Version L
5/22/2020								
47-800-312 PROFESSIONAL SERVICES	9,341	10,507	8,600	10,376	10,375	15,000	15,000	15,000
47-800-401 PHONE SERVICE - Cell Phones Only	1,083	694	982	1,386	1,491	1,300	1,500	1,500
47-800-404 WATER & SEWER	882	813	1,211	1,565	1,638	2,139	2,200	2,200
47-800-406 LIGHT AND POWER	20,048	15,826	17,544	18,181	17,833	18,400	15,000	15,000
47-800-503 DUES AND SUBSCRIPTIONS	350	638	638	738	438	1,200	1,000	1,000
47-800-508 RESERVE FOR CAPITAL	12,120	10,500	16,865	12,287	4,540	15,000	25,000	25,000
47-800-512 CONTINGENCY II	6,309	11,823	2,406	1,511	2,547	30,800	37,911	37,911
TOTAL AIRPORT	124,332	132,014	123,371	116,276	131,725	329,414	213,691	213,691

TERMINAL	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Version L
47-801-101 SUPPLIES	0	0	0	529.64	908	1,000	1,000	1,000
47-801-300 PHONE SERVICES - Term phones & Fire Alarm	0	0	0	8,092	7,600	9,000	9,000	9,000
47-801-301 LIGHT & POWER	9,945	8,694	8,694	8,092	7,600	9,000	9,000	9,000
47-801-302 PROPANE GAS	3,809	2,604	2,604	2,673	2,993	4,000	4,000	4,000
47-801-303 WATER & SEWER	3,464	1,997	1,997	3,767	2,517	3,800	3,000	3,000
TOTAL 01-TERMINAL	17,219	13,295	13,295	15,061	14,018	17,800	17,000	17,000

*** TOTAL EXPENSES *** 339,538 333,869 331,222 342,196 341,204 556,692 447,500

REVENUE OVER/(UNDER) EXPENDITURES 92,775 87,156 108,858 56,793 72,011 (127,980) (0)

M&O EXPENDITURES 339,538 333,869 331,222 342,196 341,204 556,692 447,500

DIFF REVENUES Less TOTAL EXPENSES: \$ (0)

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
 BUDGET FOR FY 2020-2021

Approved

Version L
 Revenues
 5/22/2020

2015 Actual 2016 Actual 2017 Actual 2018 Actual 2019 Actual 2020 Budget 2021 Budget
 Version L

48 AIRPORT CAPITAL

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget
Reimbursement							
48-350-100 REIMBURSEMENT FM TX DOT				50,000	50,000	50,000	50,000
48-350-200 TX DOT REIMB T-HANGARS						600,000	
TOTAL Reimbursement	0	0	0	50,000	50,000	650,000	50,000

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget
Intergovernmental							
48-351-100 KERR COUNTY RAMP GRANT M	25,000	25,000	25,000	25,000	25,000	25,000	25,000
48-351-101 CITY OF KVILLE RAMP GRANT	25,000	25,000	25,000	25,000	25,000	25,000	25,000
48-351-102 KERR COUNTY PROJECT MATCH	0	0	0	0	0	0	0
48-351-103 CTY OF KERRVILLE PROJECT MATCH	0	0	0	0	0	525,000	
TOTAL Intergovernmental	50,000	50,000	50,000	50,000	50,000	675,000	
Interest							
48-360-100 INTEREST EARNINGS	0	0	0	0	0	0	0
TOTAL Transfers In	0	0	0	0	0	0	0

48-500-115 TRANSFER IN	0	0	0	0	0	525,000	
TOTAL Transfers In	0	0	0	0	0	0	0
TOTAL REVENUES	0	50,000	100,000	100,000	100,000	0	0

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD
 BUDGET FOR FY 2020-2021

Approved

Version L

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget
CAPITAL OUTLAY							
800-201				0	0	0	
800-202				0	0	0	
800-405				0	0	0	
48-800-101				0	0	0	
48-800-102				0	0	0	125,000
800-507				0	0	0	
48-800-103				0	0	0	
800-500				0	0	0	
48-800-104	99,828	100,000	28,755	100,000	100,000	100,000	100,000
48-800-105				0	0	0	
48-800-106				0	0	0	
48-800-107				0	0	0	600,000
48-800-108				0	0	0	
48-800-109				0	0	0	550,000
48-800-110				0	0	0	
48-800-111				0	0	0	200,000
48-800-112				0	0	0	
48-800-113				0	0	0	
48-800-114				0	0	0	700,000
48-800-115				0	0	0	300,000
48-800-116				0	0	0	40,000
48-800							125,000
TOTAL CAPITAL OUTLAY	4,920	95,080	100,000	100,000	100,000	1,790,000	1,050,000
TOTAL EXPENDITURES	4,920	95,080	100,000	100,000	100,000	1,790,000	1,050,000
REVENUE OVER/(UNDER) EXPENDITURES	(4,920)	(45,080)					