

**KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD ANNUAL MEETING NOTES
(NOT OFFICIAL MINUTES FROM WORKSHOP, NOTES ONLY)
JUNE 12, 2024 1:30PM
DIETERT CLAIM CENTER, 451 GUADALUPE STREET #203, KERRVILLE, TEXAS**

CALL TO ORDER: On June 12, 2024 at 1:32 p.m., the Kerrville-Kerr County Joint Airport Board Annual Meeting was called to order by Steven Schmerbeck.

AIRPORT BOARD MEMBERS PRESENT:

Steven Schmerbeck
Scott Schellhause
Robert Hamm
Tom Pogue
Mark Mozier

AIRPORT STAFF PRESENT:

Mary Rohrer, Airport Manager
Crystal Ceynowa, Admin Asst

COUNCILMEMBERS PRESENT:

Kent McKinney, Place 3
Brenda Hughes, Place 4

CITY STAFF PRESENT:

Michael Hornes, Asst City Manager
Kim Meismer, Asst City Manager
Shelley McElhannon, City Secretary

1. INFORMATION AND DISCUSSION:

Bullet points on the topics provided:
Airport Infrastructure Management
Grant Funded Projects
Financial Highlights

No action was taken.

See Handout for description of information provided.

ADJOURN. The workshop adjourned at 2:13 p.m.


Shelley McElhannon, City Secretary



Kerrville-Kerr County Joint Airport Board Annual Meeting

June 12, 2024

AGENDA



*A few pilots who have completed solo
flights at ERV.*

Welcome and Introductions

Airport Infrastructure Management

- Accident and Incident Response Training
- Facility Assessments
- Minimum Standards
- Development of Standard Leasing Policy

Grant Funded Projects

- Completed Projects
- Airport Master Plan
- Improvements Runway 12-30

Financial Highlights

- Proposed 2025 Operating and Capital Budgets
- Proposed 2025- 2029 Capital Plan

Comments and Questions

Wrap up



Accident and Incident Training

- February 2024 Tabletop Training Exercise
 - Scenario: Student pilot perform forced off-field landing short of Runway 12 in rough terrain
 - Tabletop Discussion responsibilities and actions
 - Minimize further injury, loss of life or damage to property
 - Highlight access to difficult terrain
- Participants:
 - Kerr County Sheriff
 - Kerr County EMS
 - Kerrville Emergency Management
 - Kerrville Fire Department
 - Center Point VFD
 - Texas DPS
 - Airport Staff
 - Kerrville Aviation
 - Schreiner University



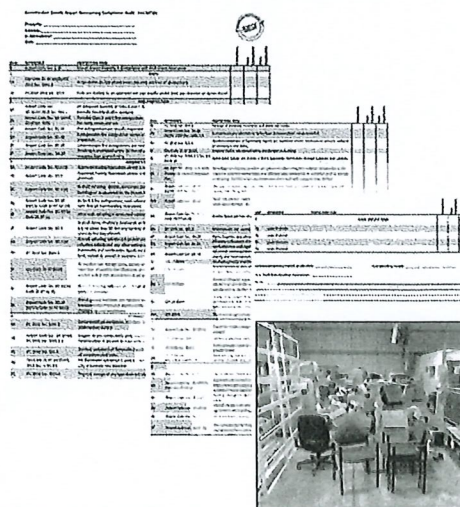
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Airport Facility Assessment

Compliance Audits: Summer 2023 – Spring 2024

- Compliance Audits of Leased Premises
 - Airport Manager Accompanied by JAB Member
 - Reports provided to Tenants for Action
 - Very Successful – Continuing to Assess Condition of Assets
- Commercial Aeronautical Activities
 - Mooney – 6 Months
 - Kerrville Aviation Properties, including Fuel Farm – 6 Months
 - South Texas Refueling – 6 Months
 - Guadalupe Aviation – 6 Months
 - Private Land Lease Hangars – 6 Months
- T-Hangars/Row Hangars – 12 Months



"The use of the leased facilities to store anything on non-aeronautical use will continue to be a high emphasis item during future compliance audits."



Minimum Standards

- Guidance for minimum requirements an individual or entity must meet to operate at the Airport
 - Promote safe activities
 - Protect airport users from unlicensed and unauthorized products/services
 - Maintain and enhance availability of adequate services
 - Promote orderly development of airport land
 - Ensure efficiency of operations
- Publicly available document – Airport Manager Office and online; embedded in Airport Code – updated 2018



Although minimum standards are optional, the FAA highly recommends their use and implementation as a means to minimize the potential for violations of Federal obligations at federally obligated airports.
– AC 150/5190-7



Leasing Policy

- Develop parallel with Minimum Standards, an Airport Leasing Policy that applies to both facility and land leases
 - Flexible for unanticipated development opportunities
 - Comprehensive for diverse tenant needs and premises
 - Provide equitable treatment for tenants
- Rates and Charges – Grant Assurance 24
 - The airport shall maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport.
- Transparency in development and leasing practices
 - Consideration of Master Lease agreements for existing and future commercial aeronautical service providers
 - Reference to Minimum Standards rather than specific prohibitions uses, services, facility requirements and insurance requirements in specific leases
 - Rent adjustment uniform by premises type; Annual CPI-U & scheduled Market Adjustment



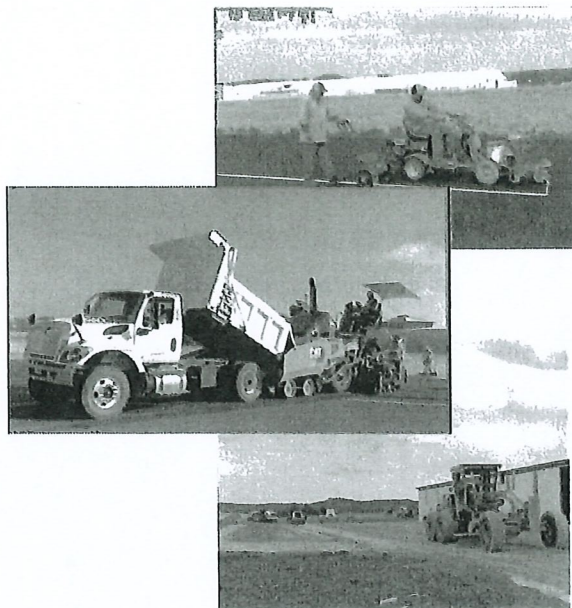
Airport Projects – Status Updates

Completed July 2023 – June 2024

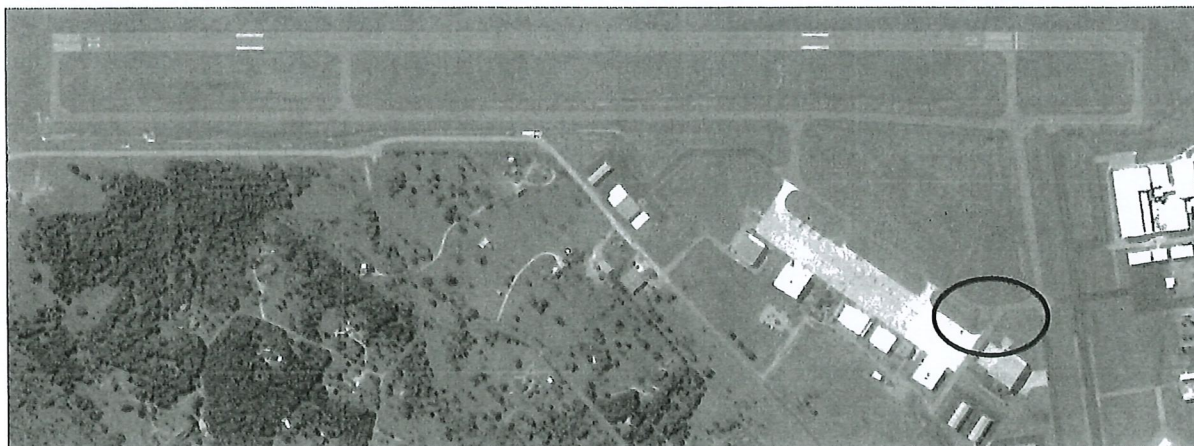
- Row Hangars Fully Leased
- Crosswind Runway Overlay
- Eclipses, Two Hosted
- Fire Protection Study and
Airport Property Inventory Completed

On-Going Fiscal Year 2024 into Fiscal Year 2025

- Improvements of Primary Runway 12/30
- Airport (Layout) Master Plan
- Land Purchase for Runway Protection Area
- Replace AWOS



Improvements to Primary Runway 12-30, Apron, and Taxiways



- 90/10 TxDOT Grant for design and construction services to surface treat and mark Runway 12-30 and taxiways
- Rehabilitate joints on apron by removing and replacing caulking
- Improve pavement and drainage facilities at taxiways serving apron



Airport Master Plan

What is an Airport Master Plan?

Required by the FAA every 10 years, an Airport Master Plan objective is to provide the airport stakeholders with proper guidance for future development which will satisfy aviation demands and be compatible with the environment and community

- A 20-year Capital Improvement Plan and Recommended Development Phasing Plan
- Aviation Demand Forecasts, Number and Size of Aircraft, Transient and Based
- Strategies to expand airfield pavements, hangar, and apron development options to support existing and anticipated operations
- Strategies to protect the airport from encroachment and incompatible land uses, and
- Airport Layout Plan

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Airport Master Plan



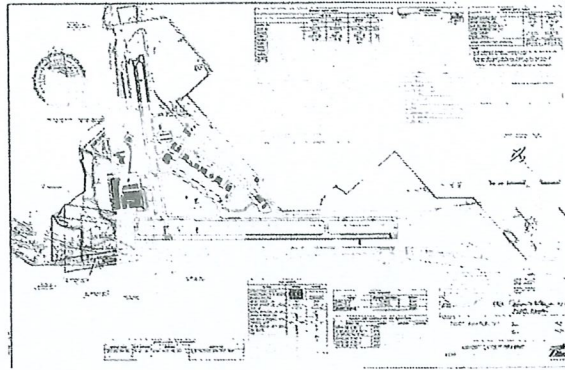
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Airport Layout Plan

Part of Master Plan and includes multiple drawings of near, intermediate, and long-term facilities.

- Runway Details and Data
- Approach and Departure Profiles
- Airspace Protection Surfaces
- Obstruction Information
- Land-Use Information, and
- Airport Property Maps



ALP is "executive summary" of the Airport Master Plan and used by FAA and TxDOT Aviation for future projects and development.

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Financial Highlights – Proposed Operations Budget FY 2025

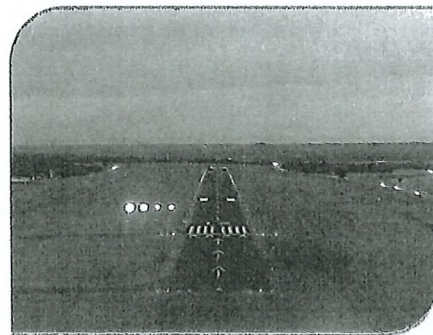
Revenues

Leases:	\$ 585,050
Fuel Fees:	\$ 50,000
Total:	\$ 635,050

8.44% Increase Over FY2024 Revenue
CPI, Market Adjustment, Lease Renewals

Expenses

Salaries, Benefits:	\$ 321,900
Prof Dev, Maint, Supplies	\$ 105,350
Utilities, Insurance	\$ 207,800
Total:	\$ 635,050



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Financial Highlights – Proposed Operations Budget FY 2025

Rollover Projects (FY 2024)	Budget	Funding TxDOT/Owner
Pavement Management Program 12/30	\$ 1,628,750	90/10
Fire Protection / Utility Study	\$ 50,946	0/100
Airport Planning Study/Master Plan	\$ 322,330	90/10
Replace AWOS	\$ 200,000	80/20
Assessment and Infrastructure Management (AIM)	\$ 25,000	0/100
Land RPZ & EDDA Purchase*	\$ 825,000	90/10
Subtotal	\$ 3,052,026	
New Projects / Funding Requests (FY 2025)	Budget	Funding TxDOT/Owner
Brinkman Hangar Gutters and Drainage	\$ 30,000	0/100
Routine Airport Maintenance Program (RAMP)	\$ 111,111	90/10
Subtotal	\$141,111	
Total Capital Projects FY 2025	\$ 3,193,137	

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Financial Highlights – Proposed FY 2026 – 2030 Capital Budget

Project Name	Budget	Funding TxDOT/Owner
1815 Hangar Roof Replacement	\$ 176,000	0/100
Hardwire Taxiway Lighting	\$ 500,000	90/10
Pilot Restrooms, T-Hangar	\$ 45,000	0/100
Paint Hangar New Hangar Doors	\$ 225,000	0/100
Renovate Facilities for Non-Aeronautical Use	\$ 105,000	0/100
RPZ Land Securement/Fencing	\$ 150,000	0/100
Relocate Airport Loop	\$ 2,200,000	50/50
Runway Extension	\$ 18,600,000	50/50
Grand Total	\$ 22,001,000	

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Comments or Questions?

Primary Runway 12-30

- 6000' x 100' runway and parallel taxiway
- Lighting-PAPI, REILS, edge lighting on taxiway
- Pilot-controlled runway lighting
- Approaches:
 - 12 and 30 RNAV (GPS) WAAS LPV approaches
 - LOC Rwy 30
 - VOR-A

Crosswind Runway

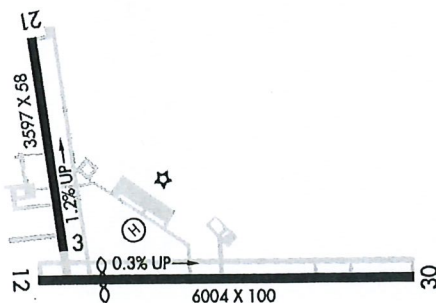
- 3600' x 60' runway and parallel taxiway
- Lighting-PAPI, runway lighting
- Approach: VOR-A
- Compass Rose

On-Field Features

- Rotating Beacon
- Large concrete ramp adjacent to terminal accommodates large corporate jets
- Direct radio communications to Houston Center on the ramp
- No landing fees

Terminal Facilities

- Comfortable lobby
- Complimentary Wi-Fi
- Large screen monitor with Flight Aware
- Large conference room
- Coffee and refreshments
- Pilots lounge with quiet area and shower
- Flight planning area with computers, printers, and access to most flight planning software



* Not for navigational use. Please obtain current diagram from the FAA.



Kerrville-Kerr County Airport is a public-use general aviation facility that serves the Hill Country's air transportation needs. Kerrville-Kerr County Airport is home to eight on-airport businesses, including Mooney International, Kerrville Aviation FBO, Dugosh Aviation and Air Evac EMS.

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