

**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

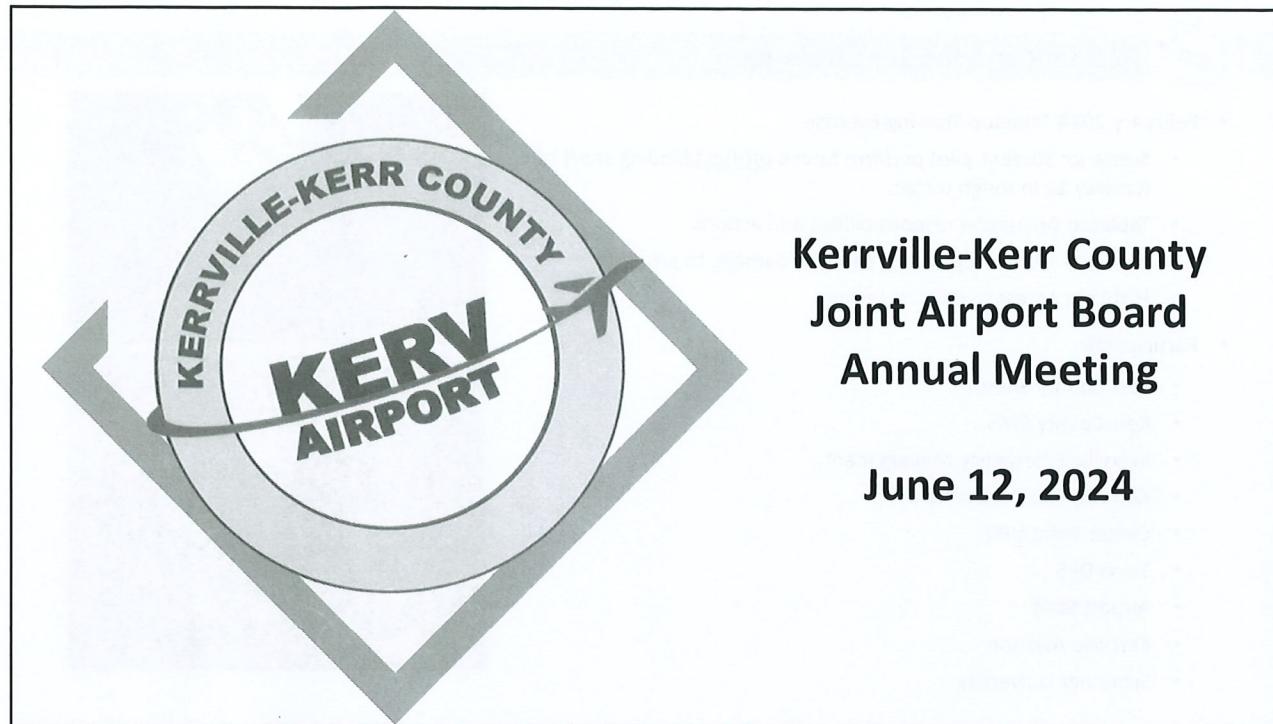
No action was taken.

See Handout for description of information provided.

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



Shelley McElhannon  
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

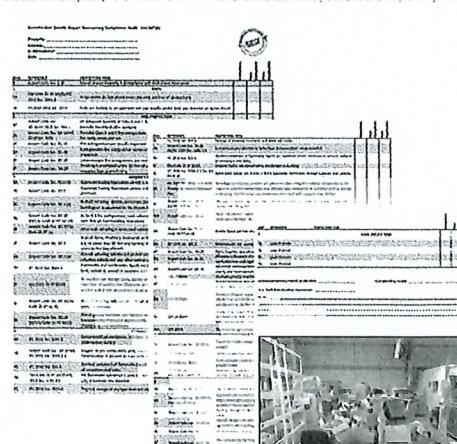

  


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## Airport Facility Assessment

### 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
- Publically 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

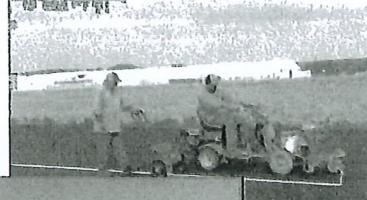
 **Airport Projects – Status Updates**

**Completed July 2023 – June 2024**

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

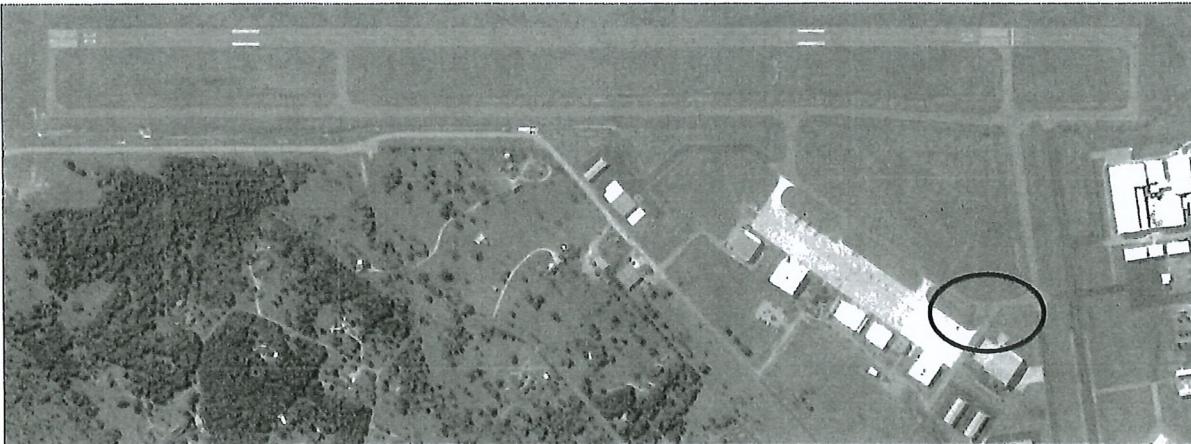
**On-Going Fiscal Year 2024 into Fiscal Year 2025**

- 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

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## 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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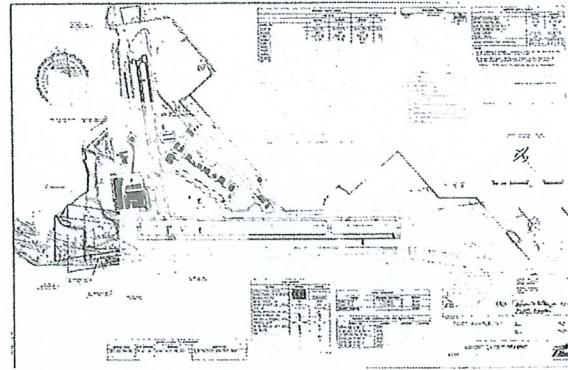
**Airport Layout Plan**

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**

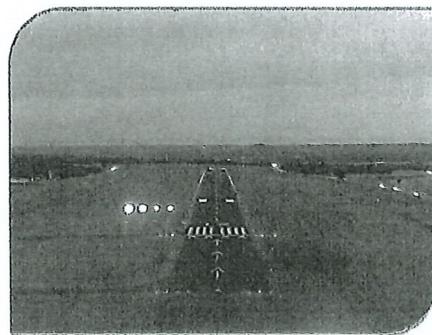
|            |            |
|------------|------------|
| Leases:    | \$ 585,050 |
| Fuel Fees: | \$ 50,000  |
| Total:     | \$ 635,050 |

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

| <b>Rollover Projects (FY 2024)</b>               | <b>Budget</b>       | <b>Funding TxDOT/Owner</b> |
|--|---------------------|----------------------------|
| 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                      |
| <b>Subtotal</b>                                  | <b>\$ 3,052,026</b> |                            |
| <b>New Projects / Funding Requests (FY 2025)</b> | <b>Budget</b>       | <b>Funding TxDOT/Owner</b> |
| Brinkman Hangar Gutters and Drainage             | \$ 30,000           | 0/100                      |
| Routine Airport Maintenance Program (RAMP)       | \$ 111,111          | 90/10                      |
| <b>Subtotal</b>                                  | <b>\$141,111</b>    |                            |
| <b>Total Capital Projects FY 2025</b>            | <b>\$ 3,193,137</b> |                            |

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## Financial Highlights – Proposed FY 2026 – 2030 Capital Budget

| <b>Project Name</b>                          | <b>Budget</b>        | <b>Funding TxDOT/Owner</b> |
|--|----------------------|----------------------------|
| 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                      |
| <b>Grand Total</b>                           | <b>\$ 22,001,000</b> |                            |

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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

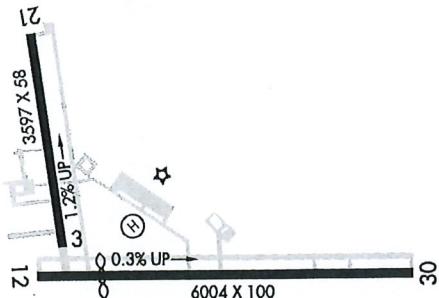
- 3600' x 60' runway and parallel taxiway
- Lighting-PAPI, runway lighting
- Approach: VOR-A
- Compass Rose

## 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.

[www.kerrvilleairport.com](http://www.kerrvilleairport.com) | +1 830.896.9399  
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