



**KENEDY REGIONAL AIRPORT BOARD MEETING  
FEBRUARY 08, 2022 10:00 A.M.  
SECOND FLOOR CONFERENCE ROOM, AIRPORT FBO OFFICE  
356 AIRPORT BOULEVARD, KENEDY, TX. 78119**

Notice is hereby given of a regular Kenedy Regional Airport Board Meeting to be held on the 8<sup>th</sup> day of February 2022 at 10:00 a.m. at which time business will be conducted in accordance with local government code 551 as follows:

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1. Call meeting to order and announce a quorum is present. (Presenter: P. Malcolm Gulley)
2. Public comments.
3. Consideration and possible action to approve the Regular Kenedy Regional Airport Meeting Minutes of September 14, 2021 and Regular Kenedy Regional Airport Meeting Minutes of January 11, 2022.
4. Discussion and possible action to approve the January 2022 Financial Report.
5. Discussion and possible action to approve the bid for the purchase and installation of a new gate.
6. Discussion and possible action to approve the bid for crack sealing for airport asphalt.
7. Discussion and possible action to approve the bid for the 3-Phase power at the Fuel Farm.
8. Discussion and possible action to appoint a Secretary for the Kenedy Regional Airport Board.
9. Discussion on filling H. J. Kolinek's remaining term till June 01, 2022.
10. Discussion for potential new T-Hangars and Box-Hangars.
11. Kenedy Regional Airport Board Chairman Report.
12. Fixed Based Operator (FBO) Monthly Report. Update on Activity and Operations at the Kenedy Regional Airport.
13. Items to consider for placement on future agendas.
14. Adjourn.

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The Kenedy Regional Airport Board reserves the right to convene in Executive Session in accordance with the Texas Open Meetings Act, Texas Government Code: Section 551.071 (Consultations with Attorney), Section 551.072 (Deliberations about Real Property), Section 551.076 (Deliberations about Security Devices), or Section 551.087 (Deliberations Regarding Economic Development Negotiations) on any of the above items.

**Certification**

I, Ruby Mowles, certify that the above notice of this regular Kenedy Regional Airport Board Meeting was posted at the front doors to the City Hall, 303 W. Main St., Kenedy, Texas on the 4<sup>th</sup> Day of February 2022 by 5:59 P.M.



  
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Ruby Mowles, City Secretary

**KENEDY REGIONAL AIRPORT BOARD AGENDA**  
**Regular Meeting: Tuesday, February 08, 2022**

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**AGENDA ITEM: 3**

Consideration and possible action to approve the Regular Kenedy Regional Airport Meeting Minutes of September 14, 2021 and Regular Kenedy Regional Airport Meeting Minutes of January 11, 2022.

**SUBMITTED BY:** City Secretary Ruby Mowles



**KENEDY REGIONAL AIRPORT BOARD MINUTES**  
**SEPTEMBER 14, 2021 – 10:00 A.M.**  
**SECOND FLOOR CONFERENCE ROOM, AIRPORT FBO OFFICE**  
**356 AIRPORT BOULEVARD, KENEDY, TX. 78119**

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**Members Present:**

P. Malcolm Gulley, Chairman  
 Bobby Alexander, Vice-Chairman  
 H. J. Kolinek, Secretary  
 Joey Newberry  
 Justin Fudge  
 Ron Hyde, Fixed Based Operator  
 William Linn, City Manager, City Representative

**Members Absent:**

**City Present:**

Ruby Mowles, City Secretary

**1. Call meeting to order and announce a quorum is present. P. Malcolm Gulley**

Chairman P. Malcolm Gulley called the meeting to order at 10:07 a.m. and announced a quorum was present.

**2. Public comments.**

No public comments.

**3. Consideration and possible action to approve the previous meeting minutes.**

**Motion:** Vice-Chairman Bobby Alexander made the motion to approve the previous meeting minutes as corrected. The motion was seconded by Secretary H. J. Kolinek. Motion Carries.

**4. Consider, discuss, and possible action on the financials for August 2021.**

**Motion:** Secretary H. J. Kolinek made the motion to approve the financials for August 2021. The motion was seconded by Vice-Chairman Bobby Alexander. Motion Carries.

**5. Consideration and possible action in regards to approving a Fire Extinguishers Service for the airport.**

Discussion held among the Board about Fire Extinguishers and using the City of Kenedy's contracted company.

No action taken.

6. **Consideration and possible action in regards to a presentation by Ben Breck of TXDOT Aviation regarding items listed on the Airport Layout Plan and Possible Action on a Letter of Intent (“LOI”) from City of Kenedy regarding an extension of the taxiway on Runway 16 - 34.**

**Motion:** Vice-Chairman Bobby Alexander made the motion to request the City of Kenedy to issue a Letter of Intent to extend the taxiway to the south. The motion was seconded by Secretary H. J. Kolinek. Motion Carries.

7. **Consideration and possible action in regards to approving the TXDOT RAMP agreement for the 2021-2022 year.**

**Motion:** Vice-Chairman Bobby Alexander made the motion to approve the TXDOT RAMP agreement for the 2021-2022 year. The motion was seconded by Secretary H. J. Kolinek. Motion Carries.

8. **Consideration and possible action in regards to adding additional security video cameras for the 2021-2022 year. The server (per Jeff Rahmes) can hold up to 20 cameras.**

**Motion:** Vice-Chairman Bobby Alexander made the motion to approve adding additional security video cameras for the 2021-2022 year. The motion was seconded by Secretary H. J. Kolinek. Motion Carries.

9. **Consideration and possible action on additional video cameras requested by hanger tenants.**

Discussion held among the Board about additional video cameras and using current budget to install four (4) more cameras.

No action taken.

10. **Report on Newly formed squadron of Civil Air Patrol in Karnes County.**

Report given to the board on Newly formed squadron of Civil Air Patrol in Karnes County.

11. **Report on current activities of the “STEM” program in local public schools.**

David Purser, Physics/Aviation Teacher, KCISD, submitted a letter in his absence for the Board Meeting. The letter was read out loud to the Board. Purser wrote about current activities of the KCISD Aviation program.

12. **Report on Flight School Activities at airport.**

Fixed Based Operator Ron Hyde updated the Board on the Flight School Activities at the airport.

13. **Consideration and possible action in regards to the possible installation of 3 - Phase power for our aircraft Ground Power Unit ( GPU ) at the Fuel Farm.**

**Motion:** Vice-Chairman Bobby Alexander made the motion to approve the installation of 3 - Phase power for our aircraft Ground Power Unit ( GPU ) at the Fuel Farm. The motion was seconded by Secretary H. J. Kolinek. Motion Carries.

**14. Consideration and possible action in regards to beginning the search for one (1) or two (2) courtesy vehicles.**

**Motion:** Joey Newberry made the motion to approve the search for one (1) or two (2) courtesy vehicles. The motion was seconded by Secretary H. J. Kolinek. Vice-Chairman Bobby Alexander abstained vote. Motion carries.

**15. Consideration and possible action in regards to reserving one (1) or two (2) parking spots for the courtesy vehicles, restriping, and identifying the reserved spots.**

**Motion:** Vice-Chairman Bobby Alexander made the motion to approve reserving one (1) or two (2) parking spots for the courtesy vehicles, restriping, and identifying the reserved spots. The motion was seconded by Joey Newberry. Motion carries.

**16. Consideration and possible action on establishing a regular date and time for the monthly Kenedy Regional Airport Board meeting.**

**Motion:** Vice-Chairman Bobby Alexander made the motion to amend the regular date and time for the monthly Kenedy Regional Airport Board meeting to the second Tuesday of each month at 10:00 a.m. The motion was seconded by Secretary H. J. Kolinek. Motion carries.

**17. Kenedy Regional Airport Board Chairman Report.**

Chairman P. Malcom Gulley presented the Kenedy Regional Airport Board Chairman Report.

**18. Fixed Based Operator (FBO) Monthly Report. Update on Activity and Operations at the Kenedy Regional Airport.**

Ron Hyde presented the Fixed Based Operator Monthly Report to include the activity and operations at the Kenedy Regional Airport.

**19. Adjourn.**

Motion: Vice-Chairman Bobby Alexander made the motion to adjourn at 11:55 a.m. Motion seconded by Joey Newberry. Motion carries.

APPROVED:

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P. Malcolm Gulley, Chairman

ATTEST:

\_\_\_\_\_  
Ron Hyde, Fixed Based Operator



**KENEDY REGIONAL AIRPORT BOARD MEETING  
JANUARY 11, 2022 10:30 A.M.  
SECOND FLOOR CONFERENCE ROOM, AIRPORT FBO OFFICE  
356 AIRPORT BOULEVARD, KENEDY, TX. 78119**

**MEMBERS PRESENT:**

P. Malcolm Gulley, Chairman  
Bobby Alexander, Vice-Chairman  
H. J. Kolinek, Secretary  
Joey Newberry  
Ron Hyde, Fixed Based Operator  
William Linn, City Manager, City Representative

**MEMBERS ABSENT:**

Justin Fudge

**CITY PRESENT:**

Ruby Mowles, City Secretary

**CITY ABSENT:**

**1. Call meeting to order and announce a quorum is present. P. Malcolm Gulley**

Chairman P. Malcolm Gulley called the meeting to order at 10:36 a.m. and announced a quorum was present.

**2. Public comments.**

No public comments.

**3. Consideration and possible action to approve the previous meeting minutes.**

**Motion:** Secretary H.J. Kolinek made the motion to approve regular meeting minutes of October 12, 2021, as presented. The motion was seconded by Vice-Chairman Bobby Alexander. Motion carried with all present voting in favor.

**4. Consider, discuss, and possible action on the financials for December 2021.**

City Manager Linn presented the financials for December 2021. Vice-Chairman Bobby Alexander requested to start seeing the balance sheet with the financials.

**Motion:** Vice-Chairman Bobby Alexander made the motion to approve the financials for December 2021. The motion was seconded by Joey Newberry. Motion carried with all present voting in favor.

**5. Kenedy Regional Airport Board Chairman Report.**

Chairman P. Malcolm Gulley stated he received the bid for the gate, the bid to seal cracks, sent FAA letter of intent, and spoke about painting Kenedy Regional Airport on

the runway, automatic spilling device, 3-Phase plug, and the city making a long-term parking area.

**6. Fixed Based Operator (FBO) Monthly Report. Update on Activity and Operations at the Kenedy Regional Airport.**

Fixed Based Operator Ron Hyde stated the city employees have started mowing and had a meeting with Parks & Streets Director Joe Hernandez about getting familiarized with the airport grounds. Hyde stated the easement was cleared and pine grass was planted and Cletus is to herbicide the easement. Hyde spoke about utilizing city materials to stake off for long-term parking with caliche or crushed limestone for base material. Hyde went on to talk about an FAA agent visitation, no progress on airport sign, painting the runway or taxi and will confirm with FAA if allowed.

Secretary H. J. Kolinek's is resigning his position on the board and his official last date is January 11, 2022.

City Manager Linn stated City Secretary Mowles will be handling the Kenedy Regional Airport Board moving forward. Linn requested Fixed Based Operator Ron Hyde to coordinate with Mowles for all correspondence and agenda items. Linn requested that all Board members please provide Mowles with current contact information. Linn stated that Mowles represents the City in the absence of the City Manager.

**7. Adjourn.**

Motion: Vice-Chairman Bobby Alexander made the motion to adjourn the meeting at 11:20 a.m. The motion was seconded by Joey Newberry. Motion carried with all present voting in favor.

**APPROVED:**

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P. Malcolm Gulley, Chairman

**ATTEST:**

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Ruby Mowles, City Secretary



**KENEDY REGIONAL AIRPORT BOARD AGENDA**  
**Regular Meeting: Tuesday, February 08, 2022**

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**AGENDA ITEM: 4**

Discussion and possible action to approve the January 2022 Financial Report.

**SUBMITTED BY:** City Manager William Linn

CITY OF KENEDY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2022

75 -AIRPORT FUND  
 FINANCIAL SUMMARY

33.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>150,861.00</u>	<u>14,665.13</u>	<u>68,922.62</u>	<u>45.69</u>	<u>81,938.38</u>
TOTAL REVENUES	<u>150,861.00</u>	<u>14,665.13</u>	<u>68,922.62</u>	<u>45.69</u>	<u>81,938.38</u>
=====					
<u>EXPENDITURE SUMMARY</u>					
AIRPORT OPERATIONS	<u>150,861.00</u>	<u>47,806.49</u>	<u>58,144.26</u>	<u>38.54</u>	<u>92,716.74</u>
TOTAL EXPENDITURES	<u>150,861.00</u>	<u>47,806.49</u>	<u>58,144.26</u>	<u>38.54</u>	<u>92,716.74</u>
=====					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 33,141.36)	10,778.36	(	10,778.36)

CITY OF KENEDY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2022

75 -AIRPORT FUND

33.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>FUND REVENUE</u>					
75-00-370.04 HEMBY A1 OIL ROYALTY	1,348.00	334.64	1,090.99	80.93	257.01
75-00-370.05 HEMBY A2 OIL ROYALTY	1,477.00	233.60	989.80	67.01	487.20
75-00-370.07 HEMBY B WELLS ROYALTY	23,672.00	12,877.35	44,470.23	187.86	( 20,798.23)
75-00-370.12 HEMBY A4-A6 LEVI PULLINOIL	<u>124,364.00</u>	<u>1,219.54</u>	<u>22,371.60</u>	<u>17.99</u>	<u>101,992.40</u>
TOTAL FUND REVENUE	150,861.00	14,665.13	68,922.62	45.69	81,938.38
TOTAL REVENUES	150,861.00	14,665.13	68,922.62	45.69	81,938.38
	=====	=====	=====	=====	=====

CITY OF KENEDY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2022

75 -AIRPORT FUND  
AIRPORT OPERATIONS

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SALARIES &amp; OTHER</u>					
75-00-510.01 SALARIES REIMBURSEMENT	20,000.00	1,600.00	6,400.00	32.00	13,600.00
75-00-510.02 ATTORNEY'S FEES	2,000.00	0.00	0.00	0.00	2,000.00
75-00-510.03 ACCOUNTING AND AUDIT	1,500.00	0.00	0.00	0.00	1,500.00
75-00-510.06 PAYROLL TAX REIMBURSEMENT	1,530.00	0.00	0.00	0.00	1,530.00
TOTAL SALARIES & OTHER	25,030.00	1,600.00	6,400.00	25.57	18,630.00
<u>OPERATING EXPENSES</u>					
75-00-520.08 JANITORIAL SUPPLIES	300.00	0.00	114.58	38.19	185.42
75-00-520.10 OPERATING SUPPLIES	0.00	0.00	577.93	0.00	(577.93)
TOTAL OPERATING EXPENSES	300.00	0.00	692.51	230.84	(392.51)
<u>MISCELLANEOUS SERVICES</u>					
75-00-530.01 TELEPHONE & INTERNET	1,500.00	194.84	480.26	32.02	1,019.74
75-00-530.02 WATER/SEWER/TRASH	1,500.00	0.00	0.00	0.00	1,500.00
75-00-530.11 UTILITIES	5,500.00	434.30	1,763.16	32.06	3,736.84
TOTAL MISCELLANEOUS SERVICES	8,500.00	629.14	2,243.42	26.39	6,256.58
<u>INSURANCE</u>					
75-00-531.01 INSURANCE - BLDGS	31.00	0.00	37.00	119.35	(6.00)
75-00-531.02 INSURANCE - GEN LIABILITY	1,021.00	0.00	999.84	97.93	21.16
TOTAL INSURANCE	1,052.00	0.00	1,036.84	98.56	15.16
<u>BUILDING &amp; STRUCT MAINT.</u>					
75-00-540.01 REPAIR :& MAINT - BUILDING	10,000.00	0.00	332.50	3.33	9,667.50
75-00-540.02 LIGHT MAINTENANCE	3,000.00	974.35	974.35	32.48	2,025.65
75-00-540.03 GROUNDS UPKEEP	500.00	0.00	0.00	0.00	500.00
75-00-540.04 LANDSCAPING & MOWING	0.00	0.00	1,765.00	0.00	(1,765.00)
TOTAL BUILDING & STRUCT MAINT.	13,500.00	974.35	3,071.85	22.75	10,428.15
<u>EQUIP. &amp; VEHICLE MAINT.</u>					
75-00-550.02 REPAIR & MAINT - EQUIPMENT	2,000.00	0.00	96.64	4.83	1,903.36
75-00-550.09 MAINTENANCE AGREEE/CONTRCTS	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL EQUIP. & VEHICLE MAINT.	12,000.00	0.00	96.64	0.81	11,903.36
<u>CAPITAL PURCHASES</u>					
75-00-590.04 VEHICLE PURCHASE	47,379.00	44,593.00	44,593.00	94.12	2,786.00
TOTAL CAPITAL PURCHASES	47,379.00	44,593.00	44,593.00	94.12	2,786.00
<u>GEN FUND TRSFR &amp; EXP</u>					
75-00-610.01 AIRPORT ADMINISTRATION FEE	35,000.00	0.00	0.00	0.00	35,000.00
TOTAL GEN FUND TRSFR & EXP	35,000.00	0.00	0.00	0.00	35,000.00
<u>OTHER CAPITAL PROJECTS</u>					
75-00-660.03 BANK SERVICE CHARGES	0.00	10.00	10.00	0.00	(10.00)
75-00-660.08 RUNWAY MAINTENANCE	1,500.00	0.00	0.00	0.00	1,500.00
75-00-660.09 SECURITY CAMERAS	6,600.00	0.00	0.00	0.00	6,600.00
TOTAL OTHER CAPITAL PROJECTS	8,100.00	10.00	10.00	0.12	8,090.00

CITY OF KENEDY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2022

75 -AIRPORT FUND  
 AIRPORT OPERATIONS

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL AIRPORT OPERATIONS	150,861.00	47,806.49	58,144.26	38.54	92,716.74
TOTAL EXPENDITURES	150,861.00	47,806.49	58,144.26	38.54	92,716.74
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 33,141.36)	10,778.36		( 10,778.36)

\*\*\* END OF REPORT \*\*\*

75 -AIRPORT FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
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ASSETS			
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75-00-100.00	CLAIM ON CASH - AIRPORT FD	79,533.90	
75-00-101.01	KEN REGIONAL AIRPORT808043893	<u>33,055.03</u>	
			<u>112,588.93</u>
TOTAL ASSETS			112,588.93
			=====
LIABILITIES			
=====			
EQUITY			
=====			
75-00-285.01	FUND BALANCE	<u>101,810.57</u>	
	TOTAL BEGINNING EQUITY	101,810.57	
TOTAL REVENUE		68,922.62	
TOTAL EXPENSES		<u>58,144.26</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		10,778.36	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>112,588.93</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			112,588.93
			=====