

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
MARCH 10, 2022 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
CHAIR GLENDA FEEKEN, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

Chair Feeken called the meeting to order at 6:00 p.m.

**a. Pledge of Allegiance**

Chair Feeken led those assembled in the Pledge of Allegiance.

**b. Roll was confirmed as follows:**

Commissioners Present:	G. Feeken, D. Pitts, P. Minelga, J. Bielefeld, J. Caldwell, J. Daily
Commissioners Absent:	J. Zirul

Staff/Council Liaison Present:	Airport Manager E. Conway, Administrative Assistant E. Brincefield, Council Liaison Baisden
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A quorum was present.

**c. Agenda Approval**

**MOTION:**

Commissioner Bielefeld **MOVED** to approve the agenda and Vice Chair Minelga **SECONDED** the motion. There were no objections; **SO ORDERED**.

**2. SCHEDULED PUBLIC COMMENT – None.**

**3. UNSCHEDULED PUBLIC COMMENT – None.**

**4. APPROVAL OF MEETING SUMMARY**

a. February 10, 2022

**MOTION:**

Vice Chair Minelga **MOVED** to approve the meeting summary of February 10, 2022 with the requested revision. Commissioner Daily **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS** – None

- a. **Discussion/Recommendation** – Authorizing the City Manager to Enter into an Airline Operating Agreement and Terminal Area Lease with Kenai Aviation

**MOTION:**

Commissioner Bielefeld **MOVED** to recommend Council authorize the City Manager to enter into an Airline Operating Agreement and Terminal Area Lease with Kenai Aviation. Commissioner Daily **SECONDED** the motion.

Commissioner Caldwell declared a conflict of interest, stating that he is the owner of the business. Chair Feeken ruled that Commissioner Caldwell had a conflict and excused him from voting.

Airport Manager Conway noted that there is monetary value with a third tenant, and it is a benefit to have another air carrier.

**UNANIMOUS CONSENT** was requested.

**VOTE:** There were no objections; **SO ORDERED.**

- b. **Discussion/Recommendation** – Special Use Permit to State of Alaska Department of Natural Resources/Division of Forestry

**MOTION:**

Vice Chair Minelga **MOVED** to recommend Council approve the Special Use Permit to the State of Alaska DNR/Forestry. Commissioner Bielefeld **SECONDED** the motion.

Airport Manager Conway noted that this is an annual agreement for 30,000 square feet of apron parking.

The commission discussed the water main extension for Forestry during the Willow Street rehabilitation.

**UNANIMOUS CONSENT** was requested.

**VOTE:** There were no objections; **SO ORDERED.**

7. **REPORTS**

- a. **Airport Manager** – Airport Manager Conway reported on the following:
- Trajectory of passenger enplanements continues to grow;
  - Alaska Geographic has installed vending machine in terminal;
  - Noted that two other commissions recommended Lawton parcel be retained instead of disposed when they made their Land Management Plan recommendations to Council.

- b. **City Council Liaison** – Council Member Baisden reported on the City Council Work Session on March 7, 2022. He noted that he met with Crowley foreman about snow removal issues on airfield and the cost of moving snow. Airport Manager Conway noted that the City will work with our tenants to minimize impacts to operations.

**8. NEXT MEETING ATTENDANCE NOTIFICATION** – April 14, 2022

**9. COMMISSIONER COMMENTS AND QUESTIONS**

Commissioners congratulated Kenai Aviation, and wished them great success moving forward.

Commissioner Bielefeld reported that maintenance is outstanding.

**10. ADDITIONAL PUBLIC COMMENT** – None.

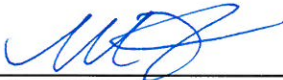
**11. INFORMATION ITEMS**

- a. January 2022 Enplanement Report

**12. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 6:29 p.m.

Meeting summary prepared and submitted by:



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Meghan Thibodeau  
Deputy City Clerk