

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
MAY 12, 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

A quorum was present.

**c. Agenda Approval**

**MOTION:**

Vice Chair Minelga **MOVED** to approve the agenda and Commissioner Caldwell **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. April 14, 2022**

**MOTION:**

Commissioner Caldwell **MOVED** to approve the meeting summary of April 14, 2022 as presented. Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

**5. UNFINISHED BUSINESS – None.**

**6. NEW BUSINESS**

- a. **Discussion/Recommendation** – Recommending the City Council Approve a Special Use Permit to Pacific Star Seafoods for 15,000 sqft of Apron for Aircraft Parking & Loading from June 1, 2022-July 31, 2022.

**MOTION:**

Vice Chair Minelga **MOVED** to recommend Council approve a Special Use Permit to Pacific Star Seafoods for 15,000 sqft of Apron for Aircraft Parking & Loading from June 1, 2022-July 31, 2022. Commissioner Daily **SECONDED** the motion.

Discussion involved clarification on the map “Exhibit A” presented in the packet.

**UNANIMOUS CONSENT** was requested.

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

- b. **Discussion/Recommendation** – Recommending the City Council approve the Second Amendment to Agreement for Janitorial Services to Reborn Again Janitorial.

**MOTION:**

Commissioner Bielefeld **MOVED** to recommend Council approve the Second Amendment to Agreement for Janitorial Services to Reborn Again Janitorial. Commissioner Caldwell **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

- c. **Discussion/Recommendation** – Recommending the City Council Approve Resolution No. 2022-XX – Approving the Execution of a Lease to Swanson Properties, LLC for Lot 6, Block 5, General Aviation Subdivision No. 1 Amended.

**MOTION:**

Vice Chair Minelga **MOVED** to recommend Council approve Resolution No. 2022-XX – Approving the Execution of a Lease to Swanson Properties, LLC for Lot 6, Block 5, General Aviation Subdivision No. 1 Amended. Commissioner Daily **SECONDED** the motion.

Clarification was provided that this lease is for the building lot, and the area where they store equipment is under a different lease agreement.

**UNANIMOUS CONSENT** was requested.

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

- d. **Discussion** – FY23 Draft Airport Budget.

Airport Manager Conway explained that because the City of Kenai had established the Airport Permanent Fund, the Kenai Airport is able to supplement about a third of its budget from earnings of the permanent fund. He reported that the Airport is self-sufficient and operating fiscally responsibly.

The commission discussed funding for additional improvements at the float plane basin, reported complaints of gravel material used at the float plane basin, and a memorial for Derek Leichter.

## **7. REPORTS**

- a. **Airport Manager** – Airport Manager Conway reported on the following:
  - Kenai Aviation began flying on May 2, 2022;
  - My Alaskan Gifts opened in the terminal;
  - Enplanements continue to rise;
  - Parking revenue is up.
- b. **City Council Liaison** – Council Member Baisden reported that the City Council FY2023 Budget Work Session would be on Saturday, May 14, 2022.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 9, 2022

Commissioners Daily and Pitts noted that they may be absent.

9. **COMMISSIONER COMMENTS AND QUESTIONS** – None.

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

11. **INFORMATION ITEMS**

- a. February 2022 Enplanement Report

12. **ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 6:17 p.m.

Meeting summary prepared and submitted by:



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Meghan Thibodeau  
Deputy City Clerk