

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
DECEMBER 8, 2022 – 6:00 P.M.  
KENAI MUNICIPAL AIRPORT CONFERENCE ROOM  
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, P. Minelga, D. Pitts, J. Caldwell, J. Bielefeld,  
Commissioners Absent: J. Zirul, J. Daily  
Staff/Council Liaison Present: Airport Manager E. Conway, Administrative Assistant E.  
Brincefield, Council Member Knackstedt

A quorum was present.

**c. Agenda Approval**

Chair Feeken noted the following additions to the Packet:

Add item 11.b **Informational Items—**

Ordinance XXXX-2022 - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing the Procurement of Airport Snow Removal Equipment.

**MOTION:**

Commissioner Caldwell **MOVED** to approve the agenda as revised. Commissioner Bielefeld **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. September 8, 2022

**MOTION:**

Commissioner Bielefeld **MOVED** to approve the meeting summary of November 10, 2022 as written. Vice Chair Minelga **SECONDED** the motion. There were no objections; **SO ORDERED**.

**5. UNFINISHED BUSINESS – None.**

**6. NEW BUSINESS**

a. **Discussion/Recommendation** – Recommending the Kenai City Council Approve a Special Use Permit to American Red Cross of Alaska for General Office Space on the

Second Floor of the Alaska Regional Fire Training Center.

**MOTION:**

Commissioner Bielefeld **MOVED** to recommend approval of a Special Use Permit to American Red Cross of Alaska for general office space on the second floor of the Alaska Regional Fire Training Center. Commissioner Caldwell **SECONDED** the motion.

Airport Manager Conway provided further information on the space to be utilized for the special use permit.

**UNANIMOUS CONSENT** was requested.

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

- b. **Discussion/Recommendation** – Recommending the Kenai City Council Approve a Special Use Permit to Jeffrey Bettis for Towed Vehicle Storage.

Airport Manager Conway reported that the location is on Airport Way, and was previously used as a tow/vehicle storage lot. He noted that Mr. Bettis owns Pro Tow.

**UNANIMOUS CONSENT** was requested.

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

**7. REPORTS**

- a. **Airport Manager** – Airport Manager Conway reported on the following:
- A draft ordinance will go before the City Council on December 21, 2022 to appropriate funds to procure airport snow removal equipment.
  - Christmas Comes to Kenai Airport even will be at the Airport terminal on December 16, 2022 from 4:00-6:00 p.m.
- b. **City Council Liaison** – Council Member Knackstedt reported on the actions of the November 16, 2022 City Council meeting.

**8. NEXT MEETING ATTENDANCE NOTIFICATION – January 12, 2023**

**9. COMMISSIONER COMMENTS AND QUESTIONS**

Vice Chair Minelga wished everyone a Merry Christmas and Happy New Year.

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

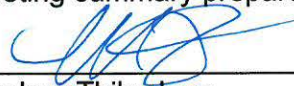
**11. INFORMATION ITEMS**

- a. October 2022 Enplanements

**12. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 6:18 p.m.

Meeting summary prepared and submitted by:

  
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Meghan Thibodeau  
Deputy City Clerk