

**KENAI AIRPORT COMMISSION
REGULAR MEETING
MARCH 9, 2023 – 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, J. Daily, J. Zirul

Commissioners Absent: None.

Staff/Council Liaison Present: Airport Manager E. Conway, City Clerk S. Saner, Council Member Knackstedt

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Caldwell **MOVED** to approve the agenda as revised. Commissioner Daily **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. January 12, 2023

MOTION:

Vice Chair Minelga **MOVED** to approve the meeting summary of January 12 2023 as written. Commissioner Daily **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

a. Discussion/Recommendation – Recommending City Council Approval of the Student Representative Policy No. 20.100

City Clerk Saner clarified that this would repeal both of the existing student representative policies and establish one policy that's applicable to all boards, commissions and councils; she reviewed the proposed changes from the previous policy.

Clarification was provided that the students' reporting requirements would be established through their school's leadership groups.

MOTION:

Vice Chair Minelga **MOVED** to recommend that the Kenai City Council approve the Student Representative Policy No. 20.100. Commissioner Caldwell **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

[Commissioner Zirul arrived 6:05 p.m.]

- b. **Discussion/Recommendation** – Recommending City Council Approval of Amendments to the City Council Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01

City Clerk Saner reviewed the proposed amendments to the Procedures for Commissions, Committees and Council on Aging Policy.

MOTION:

Commissioner Daily **MOVED** to recommend that the Kenai City Council Approval of Amendments to the City Council Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01. Vice Chair Minelga **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

- c. **Discussion/Recommendation** – Recommending City Council Approval of a Special Use Permit to Pacific Star Seafoods to Conduct Fish Haul Operations.

Airport Manager Conway explained that Pacific Star Seafoods, Inc. is requesting a Special Use Permit for 15,000 square feet for aircraft loading and parking related to fish haul operations, to be used between June 1, 2023 and July 21, 2023.

MOTION:

Commissioner Caldwell **MOVED** to recommend that the Kenai City Council approve a Special Use Permit to Pacific Star Seafoods to Conduct Fish Haul Operations. Commissioner Daily **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

- d. **Discussion/Recommendation** – Recommending City Council Approval of a Special Use Permit to The Fishing Grounds LLC to Operate a Snack/Gift Shop Inside the Airport Terminal Building, Suite 120.

Airport Manager Conway reported that multiple individuals had expressed interest in the space, and he is glad to see the space in operation again as it will have value for travelers.

Applicant Rebecca Boettcher reviewed what would be sold and clarified that she intends for the operating hours to be 6:00 a.m. to 8:00 p.m.

MOTION:

Commissioner Caldwell **MOVED** to recommend that the Kenai City Council approve a Special Use Permit to The Fishing Grounds LLC to Operate a Snack/Gift Shop Inside the Airport Terminal Building, Suite 120. Commissioner Bielefeld **SECONDED** the motion.

UNANIMOUS CONSENT was requested.
VOTE: There were no objections; **SO ORDERED.**

7. REPORTS

- a. **Airport Manager** – Airport Manager Conway reported on the following:
 - Enplanement increase year over year.
 - Met with the FAA in Anchorage to discuss upcoming runway project.
 - Will attend FAA workshop in Anchorage on March 21st.
 - Vacancy update.
- b. **City Council Liaison** – Council Member Askin reported on the actions of the February 15, 2023 and March 1, 2023 City Council meetings.

8. NEXT MEETING ATTENDANCE NOTIFICATION – April 13, 2023

9. COMMISSIONER COMMENTS AND QUESTIONS

Vice Chair Minelga suggested that the Commission tour the Fire Training Center Facility.
Commissioner Pitts inquired about snow removal at the Airport.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

- a. January 2023 Enplanements
- b. February 2023 Enplanements

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:28 p.m.

Meeting summary prepared and submitted by:



Meghan Thibodeau
Deputy City Clerk