

**KENAI AIRPORT COMMISSION – REGULAR MEETING  
JANUARY 11, 2024 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR GLENDA FEEKEN, PRESIDING**

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Airport Commission was held on January 11, 2024, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at 6:13 p.m.

**1. Pledge of Allegiance**

Chair Feeken led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Glenda Feeken, Chair  
James Bielefeld  
Joshua Daily

Paul Minelga, Vice Chair  
Jacob Caldwell  
James Zirul

A quorum was present.

Absent:

Dan Pitts

Also in attendance were:

Derek Ables, Airport Manager  
Sarah Conley, Airport Administrative Assistant  
Dave Swarner, Finance Director  
Henry Knackstedt, City Council Liaison

**3. Election of Chair and Vice Chair**

**MOTION:**

Commissioner Bielefeld **MOVED** to re-appoint Glenda Feeken as Chair. Commissioner Daily **SECONDED** the motion.

**VOTE:** There being no objection; **SO ORDERED.**

**MOTION:**

Commissioner Zirul **MOVED** to re-appoint Paul Minelga as Vice Chair. Commissioner Daily **SECONDED** the motion.

**VOTE:** There being no objection; **SO ORDERED.**

**4. Agenda Approval**

Chair Feeken noted the following additions to the Packet:

Add Item F.4

**Discussion/Recommendation** – Recommending City Council Enactment of Ordinance No. 3390-2024 - Increasing Estimated Revenues and Appropriations in the Airport Fund to Purchase Air Service Development Professional Services at the Kenai Municipal Airport for Costs in Excess of Budgeted Amounts.

**MOTION:**

Commissioner Caldwell **MOVED** to approve the agenda with the requested laydown. Commissioner Daily **SECONDED** the motion.

**VOTE:** There being no objection; **SO ORDERED.**

**B. SCHEDULED PUBLIC COMMENTS** - None.

**C. UNSCHEDULED PUBLIC COMMENTS** - None.

**D. APPROVAL OF ACTION MINUTES**

1. December 14, 2023

**MOTION:**

Commissioner Daily **MOVED** to approve the December 14, 2023 Airport Commission action minutes. Commissioner Zirul **SECONDED** the motion.

**VOTE:** There being no objection; **SO ORDERED.**

**E. UNFINISHED BUSINESS** – None.

**F. NEW BUSINESS**

1. **Discussion/Recommendation** - Recommendations as Discussed During the Commission Review Work Session Held Immediately Prior.

Commissioner Caldwell stated that during the prior work session, the documents presented in the packet were reviewed and the Commission was given the opportunity to provide input and discuss concerns; it was noted that this feedback would be taken into consideration by Administration when drafting changes to bring back to the Commission at their next meeting for recommendation to Council.

2. **Discussion** - Schedule a Tour of the Alaska Regional Fire Training Center.

The Alaska Regional Fire Training Center Tour work session was scheduled for Saturday, January 27, 2024 at 12:00 p.m.

3. **Discussion/Recommendation** - First Amendment to Agreement with Tim's Janitorial for Janitorial Services at the Alaska Regional Fire Training Center.

**MOTION:**

Commissioner Bielefeld **MOVED** to recommend City Council approval of First Amendment to Agreement with Tim's Janitorial for Janitorial Services at the Alaska Regional Fire Training Center. Commissioner Caldwell **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet, and noted that the agreement will be month-to-month due to anticipation of using City of Kenai janitorial services in the future.

**UNANIMOUS CONSENT** was requested on the motion.

**VOTE:** There being no objection; **SO ORDERED.**

4. **Discussion/Recommendation** – Recommending City Council Enactment of Ordinance No. 3390-2024 - Increasing Estimated Revenues and Appropriations in the Airport Fund to Purchase Air Service Development Professional Services at the Kenai Municipal Airport for Costs in Excess of Budgeted Amounts.

**MOTION:**

Commissioner Bielefeld **MOVED** to recommend City Council enactment of Ordinance No. 3390-2024. Commissioner Zirul **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the laydown. City Manager Eubank clarified that this study would better represent Kenai Airport traveler data than the current FAA data.

Discussion ensued. Commissioners Feeken and Zirul spoke in support; Commissioners Bielefeld, Daily and Caldwell spoke in opposition.

**VOTE:**

YEA: Feeken, Minelga, Zirul

NAY: Bielefeld, Daily

ABSTAIN: Caldwell

ABSENT: Pitts

**MOTION PASSED.**

**G. REPORTS**

1. Airport Manager – Airport Manager Ables reported on the following:
  - Turnout at the Airport meet & greet event was good.
  - The Airport Security Plan was updated to reflect personnel changes.
  - Disadvantaged Business Enterprise goals have been updated.
  - Airport Manager and Assistant completed their Airport Security Plan training and were added to the Transportation Vetting Portal.
  - Avis won the 6th annual Christmas tree contest.
2. Finance Director – Finance Director Swarner introduced himself and noted he was available for questions.
3. Commission Chair – No report.
4. City Council Liaison – Council Member Knackstedt reported on the actions of the December 20, 2023 and January 3, 2024 City Council Meetings.

**H. ADDITIONAL PUBLIC COMMENTS – None.**

**I. NEXT MEETING ATTENDANCE NOTIFICATION – February 8, 2024**

Jacob Caldwell noted he would be absent.

**J. COMMISSION QUESTIONS AND COMMENTS**

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

1. Admin Assistant Report: Vehicle Parking Revenue, Air Traffic Control Tower Counts, Air Carrier Enplanements

There being no further business before the Airport Commission, the meeting was adjourned at 7:09 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of January 11, 2024.



Meghan Thibodeau, Deputy City Clerk