

**KENAI AIRPORT COMMISSION – REGULAR MEETING
APRIL 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 April 11, 2024, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 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
James Zirul
Dan Pitts (*electronic participation*)

A quorum was present.

Absent:

Jacob Caldwell

Also in attendance were:

Derek Ables, Airport Manager
Sarah Conley, Airport Administrative Assistant
Henry Knackstedt, City Council Liaison

3. Agenda Approval

Chair Feeken noted a request to remove item F2. Recommending Council Approve Airport Commission 2024 Annual Work Plan.

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda as revised. 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 MINUTES

1. March 14, 2024

MOTION:

Commissioner Daily **MOVED** to approve the March 14, 2024 Airport Commission minutes. Commissioner Zirul **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Recommending Council Award a Special Use Permit to Jeremy Mastre, DBA: River Rock Outdoors, LLC for Commercial Operations at the Float Plane Basin.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council award a Special Use Permit to Jeremy Mastre, DBA: River Rock Outdoors, LLC for Commercial Operations at the Float Plane Basin. Commissioner Zirul **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

MOTION TO AMEND:

Commissioner Bielefeld **MOVED** to amend the Special Use Permit as follows:

Page 1, paragraph 1 to read, "Premises. Permittee shall have the [NON-]exclusive right to use float plan base parking spot 9 as described in the attached Exhibit A for the uses identified in this Permit."

Commissioner Daily **SECONDED** the motion.

It was clarified that "Kenai Aviation" on page seven, in paragraph 25 of the Special Use Permit was a technical error that will be corrected on the final permit.

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

MOTION TO AMEND:

Vice Chair Minelga **MOVED** to amend the Special Use Permit as follows:

Page 3, paragraph 7 to read, "Coordination with Airport Management. Permittee shall [COORDINATE ALL ACTIVITIES ON THE AIRPORT WITH AIRPORT MANAGEMENT, OR A DESIGNATED REPRESENTATIVE, AND SHALL] abide by all reasonable decisions and directives of the Airport Management regarding activities and general use of the Airport by Permittee germane to a commercial entity." Commissioner Bielefeld **SECONDED** the motion.

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

VOTE ON THE MAIN MOTION AS AMENDED: There being no objection; **SO ORDERED.**

2. **Discussion/Recommendation** – Recommending Council Approve Airport Commission 2024 Annual Work Plan.

[Clerk's Note: This item was removed from the agenda during the approval of the agenda.]

G. REPORTS

1. Airport Manager – Airport Manager Ables summarized his report as provided in the packet.
2. Commission Chair – No report.
3. City Council Liaison – Council Member Knackstedt reported on recent City Council actions.

H. ADDITIONAL PUBLIC COMMENTS - None.

I. NEXT MEETING ATTENDANCE NOTIFICATION - May 9, 2024

Vice Chair Minelga noted that he might be absent.

J. COMMISSION QUESTIONS AND COMMENTS

Commissioner Bielefeld noted that he would like to review a generic Special Use Permit contract with the City Attorney. He noted that in the past, the Airport Commission had reviewed and recommended updates to airport regulations; he requested to go over them again at the next meeting or to consider it as a goal. He thanked staff for including enplanement data in the packet.


K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. Airport Administrative Assistant Report, April 2024

There being no further business before the Airport Commission, the meeting was adjourned at 7:07 p.m.

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



Meghan Thibodeau
Deputy City Clerk