

**KENAI AIRPORT COMMISSION – REGULAR MEETING
JUNE 13, 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 June 13, 2024, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:00 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
James Zirul

Paul Minelga, Vice Chair
Daniel Knesek
Joshua Belter

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 the following additions to the packet:

Add Item F.7

Discussion/Recommendation – Recommending Council Approve a 1-Year Extension to Joel Caldwell for Lease Improvements.

- Memo
- Request Letter

Add Item L.2

Informational Items

- Airport Landscaping

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda with the requested revisions. Commissioner Knesek **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. May 9, 2024

MOTION:

Commissioner Bielefeld **MOVED** to approve the May 9, 2024 Airport Commission minutes, with an amendment to note that Dan Pitts attended the meeting. Commissioner Knesek **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 Kenai Aviation Operations, LLC for 1200 Square Feet of Apron Space for Shipping of Fish.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council award a Special Use Permit to Kenai Aviation Operations, LLC. Vice Chair Minelga **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested on the motion.

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

2. **Discussion/Recommendation** – Recommending Council Award a Special Use Permit to Echo Lake Meats for 20 Square Feet of Terminal Space to Operate a Vending Machine.

MOTION:

Vice Chair Minelga **MOVED** to recommend City Council award a Special Use Permit to Echo Lake Meats. Commissioner Bielefeld **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested on the motion.

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

3. **Discussion** – Title VI Plan and Community Participation Plan.

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

There was discussion; concerns were expressed about the complexity of the document, how it will affect staff's workload and budget, and whether it is needed. Commissioner Bielefeld spoke in opposition.

4. **Discussion/Recommendation** – Recommending a 1-Year Extension to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection for Lease Improvements.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approve a 1-Year Extension to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection for Lease Improvements. Commissioner Knesek **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested on the motion.

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

5. **Discussion/Recommendation** – Recommending Council Award a Special Use Permit to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection for 30,000 Square Feet of Apron Space.

MOTION:

Commissioner Zirul **MOVED** to recommend City Council award a Special Use Permit to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection. Commissioner Bielefeld **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested on the motion.

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

6. **Discussion/Recommendation** – Recommending Council Award a Concession Agreement for ATM Machine Services to Tyler Distributing.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council award a Concession Agreement for ATM Machine Services to Tyler Distributing. Commissioner Zirul **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested on the motion.

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

7. **Discussion/Recommendation** – Recommending Council Approve a 1-Year Extension to Joel Caldwell for Lease Improvements.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approve a 1-Year Extension to Joel Caldwell for Lease Improvements. Commissioner Zirul **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested on the motion.

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

G. REPORTS

1. Airport Manager – Airport Manager Ables reported on the following:
 - Reviewed the report provided in the packet.
 - TSA Security inspection went well.
 - The Airport held a retirement party for Jim Lackey.
 - Attended a meeting on post-season ice and snow control.
 - Air Fair on June 8th.
 - Commission goals approved at last City Council meeting.
 - June 19th City Council meeting will include a presentation on the results of leakage study.
 - Taxiway Sierra plan submitted.
2. Commission Chair – Chair Feeken reported that she attended the Air Fair and handed out information at the Airport Commission's booth.

3. City Council Liaison – Council Member Knackstedt reported on recent actions of the City Council.

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

I. **NEXT MEETING ATTENDANCE NOTIFICATION** – July 11, 2024

J. **COMMISSION QUESTIONS AND COMMENTS**

New Commissioners were welcomed.

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS**

1. Airport Administrative Report

There being no further business before the Airport Commission, the meeting was adjourned at 6:46 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of June 13, 2024.



Meghan Thibodeau
Deputy City Clerk