

**KENAI AIRPORT COMMISSION – REGULAR MEETING
DECEMBER 12, 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 December 12, 2024, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:02 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
Dan Knesek

Paul Minelga, Vice Chair
James Zirul

A quorum was present.

Absent:

Cody Whicker

Jacob Caldwell

Also in attendance were:

Derek Ables, Airport Manager
Sarah Conley, Airport Administrative Assistant
Deborah Sounart, City Council Liaison
**Joshua Bolling, Student Representative

3. Agenda Approval

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda as presented. Commissioner Zirul **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. November 14, 2024 Regular Meeting Minutes

MOTION:

Vice Chair Minelga **MOVED** to approve the November 14, 2024 Airport Commission minutes. Commissioner Bielefeld **SECONDED** the motion.

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

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. Discussion - 2024 Annual Work Plan Report

Airport Manager Ables gave a staff report from information provided in the packet; a typo was noted in the Annual Report Template.

2. Discussion – 2025 Annual Work Plan Goals

Airport Manager Ables gave a staff report from information provided in the packet; there was general consensus that the Commission will keep the same work plan goals in 2025.

3. Discussion/Recommendation – Approval of the Special Use Permit to Echo Lake Meats for the use of 20 square feet of space in the Airport Terminal.

MOTION:

Commissioner Zirul **MOVED** to recommend City Council approval of the Special Use Permit to Echo Lake Meats for the use of 20 square feet of space in the Airport Terminal. 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.**

G. REPORTS

1. Airport Manager – Airport Manager Ables reported on the following:

- Brothers Café's last day operating at the Airport terminal is December 23, 2024.
- Debbie's Bistro plans to open as the new restaurant in the Airport terminal; an Intent to Award was issued to them.

2. Commission Chair – No report.

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

H. ADDITIONAL PUBLIC COMMENTS – None.

I. NEXT MEETING ATTENDANCE NOTIFICATION – January 9, 2025

J. COMMISSION QUESTIONS AND COMMENTS

Chair Feeken and Vice Chair Minelga noted that they would like to see the terminal conference room used more.

Vice Chair Minelga and Commissioner Bielefeld noted that they would like to examine the helicopter landing fee.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. Airport Administrative Report

There being no further business before the Airport Commission, the meeting was adjourned at 6:25 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of December 12, 2024.



Meghan Thibodeau
Deputy City Clerk

*** The student representative may cast advisory votes on all matters except those subject to executive session discussion. Advisory votes shall be cast last in the roll call order and shall not affect the outcome of the official commission vote. Advisory votes shall be recorded in the minutes. A student representative may not move or second items during a commission meeting.*