

**KENAI AIRPORT COMMISSION – REGULAR MEETING  
JANUARY 9, 2025 – 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 9, 2025, 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 Zirul  
Cody Whicker

Paul Minelga, Vice Chair  
Jacob Caldwell

A quorum was present.

Absent:

James Bielefeld

Dan Knesek

Also in attendance were:

Derek Ables, Airport Manager  
Sarah Conley, Airport Administrative Assistant  
Henry Knackstedt, Vice Mayor  
Kevin Buettner, Planning Director  
\*\*Joshua Bolling, Student Representative

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

**MOTION:**

Vice Chair Minelga **MOVED** to reappoint Glenda Feeken as Chair. Commissioner Zirul **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.  
There being no objection; **SO ORDERED**.

**MOTION:**

Commissioner Zirul **MOVED** to reappoint Paul Minelga as Vice Chair. Commissioner Caldwell **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.  
There being no objection; **SO ORDERED**.

**4. Agenda Approval**

**MOTION:**

Commissioner Caldwell **MOVED** to approve the agenda as presented. Vice Chair Minelga **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. December 12, 2024 Regular Meeting Minutes

**MOTION:**

Commissioner Caldwell **MOVED** to approve the December 12, 2024 Airport Commission minutes. Vice Chair Minelga **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS** – None.

**F. NEW BUSINESS**

1. **Discussion/Recommendation** – Recommending Council Approve Airport Commission 2025 Annual Work Plan.

**MOTION:**

Commissioner Caldwell **MOVED** to recommend City Council approval of the Airport Commission 2025 Annual Work Plan. Commissioner Zirul **SECONDED** the motion.

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

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

2. **Discussion/Recommendation** – Recommend Council approve an amendment to Kenai Municipal Code to allow Airports as a Principal Permitted Use in the Airport Light Industrial Zone.

**MOTION:**

Commissioner Caldwell **MOVED** to recommend City Council approval of an amendment to Kenai Municipal Code to allow Airports as a Principal Permitted Use in the Airport Light Industrial Zone. Commissioner Zirul **SECONDED** the motion.

Planning Director Buettner 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. **Review/Approve** – Airport Commission 2024 Annual Report for Submission to City Council.

**MOTION:**

Commissioner Zirul **MOVED** to recommend City Council approval of the Airport Commission 2024 Annual Report for submission to City Council. Commissioner Caldwell **SECONDED** the motion.

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

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

4. **Discussion/Recommendation** – Recommending Council Adoption of a Resolution Authorizing the City Manager to Enter into a Restaurant Concession Agreement for the Kenai Municipal Airport.

**MOTION:**

Commissioner Zirul **MOVED** to recommend City Council adoption of a Resolution authorizing the City Manager to enter into a Restaurant Concession Agreement for the Kenai Municipal Airport. Commissioner Caldwell **SECONDED** the motion.

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

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

**G. REPORTS**

1. Airport Manager – Airport Manager Ables reported that there would be a public meeting for the Airport Master Plan on Tuesday, February 4, 2025 from 5:30-7:30 p.m.
2. Commission Chair – Chair Feeken requested that Council reconsider their direction to the Airport Commission to create annual goals.
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** – February 13, 2025

**J. COMMISSION QUESTIONS AND COMMENTS**

Vice Chair Minelga noted that the Airport Master Plan meeting could be shared by the Peninsula Pilot Club on Facebook.

Commissioner Zirul noted that he was in support of creating Commission annual goals, and thanked Vice Chair Minelga for his work on them.

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

1. Administrative Report

There being no further business before the Airport Commission, the meeting was adjourned at 6:27 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of January 9, 2025.

  
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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.*