

**KENAI AIRPORT COMMISSION – REGULAR MEETING  
APRIL 10, 2025 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR GLENDA FEEKEN, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Airport Commission was held on April 10, 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 Bielefeld  
James Zirul

Paul Minelga, Vice Chair  
Dan Knesek

A quorum was present.

Absent:

Cody Whicker

Jacob Caldwell

Also in attendance were:

Derek Ables, Airport Manager  
Sarah Conley, Airport Administrative Assistant  
Phil Daniel, City Council Liaison

**3. Agenda Approval**

Chair Feeken noted the following additions to the packet:

Add to Item F.1.

**Discussion/Recommendation** – Recommending Council Amend Kenai Municipal Code 21.05.085- Airport Fuel Flowage Fee, To Remove the Set Amount in Code and Instead Refer to the Annually Updated Schedule of Rates Charges and Fees.

- Ordinance Memo

**MOTION:**

Commissioner Bielefeld **MOVED** to approve the agenda with the requested additions. 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. March 13, 2025 Regular Meeting Minutes

**MOTION:**

Commissioner Bielefeld **MOVED** to approve the March 13, 2025 Airport Commission minutes. Commissioner Knesek **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS** – None.

**F. NEW BUSINESS**

1. **Discussion/Recommendation** – Recommending Council Amend Kenai Municipal Code 21.05.085- Airport Fuel Flowage Fee, To Remove the Set Amount in Code and Instead Refer to the Annually Updated Schedule of Rates Charges and Fees.

**MOTION:**

Vice Chair Minelga **MOVED** to recommend City Council amend Kenai Municipal Code 21.05.085- Airport Fuel Flowage Fee, To Remove the Set Amount in Code and Instead Refer to the Annually Updated Schedule of Rates Charges and Fees. Commissioner Bielefeld **SECONDED** the motion.

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

*[Clerk's Note: Commissioner Zirul arrived at 6:04 p.m.]*

**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 Rebecca Boettcher, DBA: The Fishing Grounds, LLC, for operation of a gift shop inside the Kenai Municipal Airport Terminal.

**MOTION:**

Commissioner Zirul **MOVED** to recommend City Council Award a Special Use Permit to Rebecca Boettcher, DBA: The Fishing Grounds, LLC, for operation of a gift shop inside the Kenai Municipal Airport Terminal.

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/Recommendation** – Recommending Council Award a Special Use Permit to the State of Alaska Division of Forestry and Fire Protection for 30,000 square feet of apron space for aircraft loading and parking.

**MOTION:**

Commissioner Zirul **MOVED** to recommend City Council Award a Special Use Permit to the State of Alaska Division of Forestry and Fire Protection for 30,000 square feet of apron space for aircraft loading and parking. 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.**

## **G. REPORTS**

1. Airport Manager – Airport Manager Ables reported on the following:
  - Airport Master Plan moving forward; working primarily on data collection by HDL Engineers; 90% of FAA equipment locates completed.
  - Attended Volaire forum with 24 other airports, met with five airlines to discuss future service in Kenai.
  - Debbie's Bistro is now open in the Airport Terminal.
  - QR codes are up on the signs at the float plane basin.
  - Invitation extended to pancake breakfast and Kenai Peninsula Air Fair.
2. Commission Chair – None.
3. City Council Liaison – Council Member Daniel reported on recent actions of the City Council.

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

## **I. NEXT MEETING ATTENDANCE NOTIFICATION – May 8, 2025**

## **J. COMMISSION QUESTIONS AND COMMENTS**

Commissioner Zirul discussed whether there's an option for commercial vs private hangar leases.

## **K. ADJOURNMENT**

## **L. INFORMATIONAL ITEMS**

1. Administrative Report

There being no further business before the Airport Commission, the meeting was adjourned at 6:23 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of April 10, 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.*