

**KENAI AIRPORT COMMISSION – REGULAR MEETING
NOVEMBER 13, 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 November 13, 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
Cody Whicker

Paul Minelga, Vice Chair

A quorum was present.

Absent:

James Zirul
Dan Knesek

Jacob Caldwell

Also in attendance were:

Mary Bondurant, Interim Airport Manager
Julie Semmens, Airport Administrative Assistant
Logan Parks, Deputy City Clerk
Deborah Sounart, City Council Liaison

3. Agenda Approval

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda as presented. Commissioner 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. October 9, 2025 Regular Meeting Minutes

MOTION:

Commissioner Bielefeld **MOVED** to approve the October 9, 2025 Airport Commission minutes. Commissioner Whicker **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. Discussion/Recommendation - Special Use Permit to American Red Cross

MOTION:

Commissioner Minelga **MOVED** to recommend City Council approval of a Special Use Permit to American Red Cross. Commissioner Whicker **SECONDED** the motion.

Interim Airport Manager Bondurant provided a staff report summarizing information provided in the packet.

There was discussion regarding the upkeep of the American Red Cross facility at the airport.

UNANIMOUS CONSENT was requested on the motion.

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

MOTION PASSED.

2. Discussion/Recommendation - Special Use Permit to Echo Lake Meats.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approval of a Special Use Permit to Echo Lake Meats. Commissioner Minegla **SECONDED** the motion.

There was discussion on the popularity of Echo Lake's vending machine at the airport.

UNANIMOUS CONSENT was requested on the motion.

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

MOTION PASSED.

G. REPORTS

1. Airport Manager - Interim Airport Manager Bondurant reported on the following:

- The FAA-required emergency drill was successfully completed with about 60 participants.
- A pre-season winter operations meeting was held on October 22, 2025.
- Floatplane basin is being drained to control aquatic plant growth.
- The Bronze Bears were unveiled on November 6, 2025.
- Julie Semmens was hired as the new Airport Administrative Assistant.
- Lease lot inspections will begin in December by Planning & Zoning staff along with airport personnel.
- Regarding next summer's runway project, the FAA confirmed it was too late to create new instrument procedures for landing on the taxiway.
- There was discussion on fueling options at the airport.

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 - December 11, 2025

J. COMMISSION QUESTIONS AND COMMENTS

There was discussion on the following:

- Location and status of previous murals.
- Airport Director recruitment.
- Thanked Interim Airport Manager Bondurant for her work on the Bronze Bear Project.
- Welcomed Julie Semmens.
- Signage for pet relief areas.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. September 2025 Midmonth Report
2. 2025 Float Plane Seasonal Activity

There being no further business before the Airport Commission, the meeting was adjourned at approximately 6:40 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of November 13, 2025.



Logan Parks
Deputy City Clerk