

**KENAI AIRPORT COMMISSION
REGULAR MEETING
MARCH 12, 2020 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
CHAIR GLENDA FEEKEN, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Feeken called the meeting to order at 6:00 p.m.

a. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners Present: G. Feeken, J. Bielefeld, P. Minelga, K. Dodge, J. Zirul, D. Pitts, D. Leichliter

Commissioners Absent:

Staff/Council Liaison Present: Airport Manager M. Bondurant, Airport Assistant E. Brincefield, Council Liaison T. Navarre

A quorum was present.

c. Agenda Approval

An addition to the packet was noted to include a memo from the Airport Manager for Item 6c.

MOTION:

Commissioner Minelga **MOVED** to approve the agenda with the noted revision and Commissioner Leichliter **SECONDED** the motion. There were no objections; **SO ORDERED**.

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. January 9, 2020

MOTION:

Commissioner Minelga **MOVED** to approve the meeting summary of January 9, 2020 and Commissioner Zirul **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

a. Discussion/Recommendation – On-Airport Fueling

The Commission Chair addressed that not all types of cards were accepted at the float plane basin and she would like that changed to accept all card types. The Airport Manager clarified that interchange rule was significantly higher for fleet cards, and information that was provided to Administration would be presented at the next Commission meeting.

The Commission further discussed options forward.

b. Discussion/Recommendation – Special Use Permit for State of Alaska Department of Natural Resources/Division of Forestry

There was no objection to recommending Council approve the Special Use Permit to the State to Alaska Department of Natural Resources/Division of Forestry.

c. Discussion/Recommendation – Land Lease Application by Schillings Rentals, LLC

The Airport Manager referenced the memos and application for the land lease of Lot 5A, Block 1, FBO Subdivision to Schilling Rentals, LLC.

MOTION:

Commissioner Zirul **MOVED** to recommend Council approve the Land Lease Application by Schillings Rentals, LLC and Commissioner Minelga **SECONDED** the motion. There were no objections; **SO ORDERED**.

7. REPORTS

a. Airport Manager – Bondurant reported on the following:

- Provided an update of the Kenai Municipal Airport project and the Fire Training Facility Project;
- Two new Aircraft Rescue and Firefighting (ARFF) trucks were being ordered for the Kenai Municipal Airport;
- The FY2021 budget was submitted to City Administration;
- She was working on the management agreement for the Fire Training Facility;
- The new Airline Operating Agreement would be worked on soon;
- The new terminal flight displays were now available online at the Airport Facebook page;
- Annual TSA Security Program inspection scheduled for March 16-17;
- Annual Wildlife Hazard Training planned for April 7;
- The 20th Annual Air Fair scheduled for June 13 might be canceled, depending on the status of the Coronavirus; and
- City of Kenai Department Heads met today to discuss possible impacts of the virus.

b. City Council Liaison – Navarre reported on the March 4 City Council meeting actions.

8. NEXT MEETING ATTENDANCE NOTIFICATION – April 9, 2020

9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioners welcomed new Commission member, Derek Leichliter.

Commissioner Pitts noted a call he received about a gate and fence in poor condition, and he commented about the terminal siding.

Commissioner Dodge expressed positively about the airport terminal progress.

Commissioner Minelga inquired about the Capital Improvement Plan and repair(s) of Willow Street and Airport Way, and expressed interest in seeing the T33 rehabilitation project continue. It was clarified that further information would be provided at the next Commission meeting.

10. ADDITIONAL PUBLIC COMMENT

11. INFORMATION ITEMS

- a. January 2020 Mid-Month Report
- b. February 2020 Mid-Month Report
- c. January 2020 Enplanements
- d. City of Kenai – Capital Improvements Plan (Draft)
- e. Airport Bulletin 1-2020 Security Awareness
- f. IEM – Kenai Municipal Airport Site Assessment
- g. FY18-FY19 Federal Contract Tower Annual Air Traffic Control Operations

12. ADJOURNMENT

MOTION:

Commissioner Zirul **MOVED** to adjourn and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED.**

The meeting was adjourned at 7:09 p.m.

Meeting summary prepared and submitted by:


Jacquelyn LaPlante
Deputy City Clerk

