

**KENAI AIRPORT COMMISSION
REGULAR MEETING
MAY 14, 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. Lechliter

Commissioners Absent:

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

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda as written and Commissioner Lechliter **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. March 12, 2020

MOTION:

Commissioner Bielefeld **MOVED** to approve the meeting summary of March 12, 2020 and Commissioner Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

a. Discussion – Float Plane Basin Fuel Pumps

The Airport Manager addressed the use of WEX (fleet) cards at the float plane fuel pump, noting the cost associated with the fleet card was triple the cost of standard credit cards.

MOTION:

Commissioner Zirul **MOVED** to recommend Administration and Council to implement a plan to begin accepting commercial fleet cards and Commissioner Leichliter **SECONDED** the motion. There were no objections; **SO ORDERED**.

- b. **Discussion/Recommendation** – Special Use Permit to Everts Air Fuel, Inc.

It was noted this was a renewal for aircraft loading and parking.

MOTION:

Commissioner Dodge **MOVED** to approve the Special Use Permit to Everts Air Fuel, Inc. and Commissioner Minelga **SECONDED** the motion. There were no objections; **SO ORDERED**.

- c. **Discussion/Recommendation** – Special Use Permit to Crowley Fuels, LLC

It was noted this was a renewal for aviation fueling.

MOTION:

Commissioner Minelga **MOVED** to approve the Special Use Permit to Crowley Fuels, LLC and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

- d. **Discussion/Recommendation** – Special Use Permit to United Parcel Service Co.

It was noted this was a renewal for aircraft loading and parking.

MOTION:

Commissioner Zirul **MOVED** to approve the Special Use Permit to United Parcel Service Co. and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

- e. **Discussion/Recommendation** – Special Use Permit to Empire Airlines

It was noted this was a renewal for aircraft parking.

MOTION:

Commissioner Bielefeld **MOVED** to approve the Special Use Permit to Empire Airlines and Commissioner Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

- f. **Discussion/Recommendation** – Special Use Permit to Weaver Brothers, Inc.

It was noted Weaver Brothers was requesting additional parking space.

MOTION:

Commissioner Zirul **MOVED** to approve the Special Use Permit to Weaver Brothers, Inc. and Commissioner Leichliter **SECONDED** the motion. There were no objections; **SO ORDERED**.

- g. **Discussion/Recommendation** – Second Amendment to Restaurant Concession Agreement

It was noted the terms and conditions would remain the same.

MOTION:

Commissioner Zirul **MOVED** to recommend Council approve the Second Amendment to the Restaurant Concession Agreement with Situla LLC d/b/a Brother's Cafe and Commissioner Minelga **SECONDED** the motion. There were no objections; **SO ORDERED**.

- h. **Discussion/Recommendation** – Resolution 2020-31 Conversion of Lease with State of Alaska, Division of Forestry

MOTION:

Commissioner Zirul **MOVED** to recommend Council approve a lease conversion with the State of Alaska Department of Natural Resources, Division of Forestry and Commissioner Leichliter **SECONDED** the motion. There were no objections; **SO ORDERED**.

- i. **Discussion/Recommendation** – FY2021-2025 Capital Improvement Plan

The Commission discussed the proposed FY2021-2025 Capital Improvement Plan.

MOTION:

Commissioner Bielefeld **MOVED** to recommend Council approve the FY2021-2025 Capital Improvement plan as presented and Commissioner Leichliter **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;
 - Grant Aviation was keeping up with the public demand of traveling;
 - Working logistics for new sand storage building, hoping for completion in FY20;
 - The Airport Administration Offices were still closed to the public while Brother's Café and the Upper Deck Bar were now open; and
 - The 20th Annual Kenai Peninsula Air Fair was canceled due to the pandemic.
- b. **City Council Liaison** – Navarre reported on the May 6 City Council meeting actions; adding that returning to in-person meetings would be discussed at the next Council meeting.

8. NEXT MEETING ATTENDANCE NOTIFICATION – June 11, 2020

9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioner Zirul noted Grant Aviation should enforce that all passengers wear face masks.

10. ADDITIONAL PUBLIC COMMENT – None.

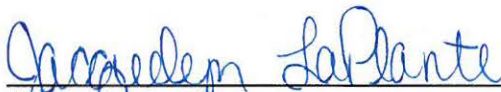
11. INFORMATION ITEMS

- a. April 2020 Mid-Month Report
- b. Ordinance No. 3123-2020 CARES Act Grant
- c. Senator Micciche letter – Willie F. Card Nomination for Kenai Tower
- d. U.S. DOT Letter of April 30, 2020 – DBE and ACDBE Program Monitoring During COVID-19 Public Health Emergency Guidance
- e. April 2020 Enplanement Report

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 7:10 p.m.

Meeting summary prepared and submitted by:



Jacquelyn LaPlante
Deputy City Clerk

