

**KENAI AIRPORT COMMISSION
REGULAR MEETING
JUNE 11, 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. Leichter

Commissioners Absent:

Staff/Council Liaison Present: Airport Manager M. Bondurant, Council Liaison H. Knackstedt

A quorum was present.

c. Agenda Approval

Chair Feeken noted the following revision to the agenda:

Add to Item 6.a. **Award Janitorial Contract for Airport Terminal**

- Memo
- Resolution No. 2020-43

Add Item 6.g. **Recommendation for a Conversion of Airport Reserve Lands Described as Lost 2 and 3, Block 5, General Aviation Apron Subdivision No. 1 Amended with SOAR International Ministries, Inc. and Recommendation of Temporary Development Incentive Application**

- Memo
- Map
- Application

MOTION:

Commissioner Minelga **MOVED** to approve the agenda with the requested additions and Commissioner Bielefeld **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. May 14, 2020

MOTION:

Commissioner Zirul **MOVED** to approve the meeting summary of May 14, 2020 and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**

a. **Discussion** – Award Janitorial Contract for Airport Terminal

The Airport Manager noted the current janitorial contract expires on June 30 and the lowest bid was submitted by Reborn Again Janitorial Services.

It was clarified that the scope of work in the new contract included additional cleaning for COVID-19 concerns.

MOTION:

Commissioner Dodge **MOVED** to recommend Council approve awarding the Kenai Municipal Airport Janitorial Contract to Reborn Again Janitorial Services and Commissioner Zirul **SECONDED** the motion. There were no objections; **SO ORDERED**.

b. **Discussion/Recommendation** – A Lease Renewal of Airport Reserve Lands Described as Lot 4, Block 1, FBO Subdivision to CPD Alaska, LLC on a Standard Lease Form

It was noted this was a four-year renewal of lease.

MOTION:

Commissioner Minelga **MOVED** to approve the lease renewal as described and Commissioner Leichter **SECONDED** the motion. There were no objections; **SO ORDERED**.

c. **Discussion/Recommendation** – Lease Assignment of Lot 3, Block 4, General Aviation Apron from DeWayne Benton to Joel Caldwell

The Airport Manager noted this was an assignment of lease from DeWayne Benton to Joel Caldwell for the use of aircraft storage and maintenance.

MOTION:

Commissioner Minelga **MOVED** to approve the lease assignment from DeWayne Benton to Joel Caldwell and Commissioner Leichter **SECONDED** the motion. There were no objections; **SO**

ORDERED.

- d. **Discussion/Recommendation** – Approving a Ten-Year Lease Renewal of Airport Reserve Lands Described as Lot 1A, Block 1, General Aviation Apron No. 6 to Kenai Aviation Service, Inc. d/b/a Aviation Services on a Standard Lease Form

It was noted this was leased to United Parcel Service (UPS) and would allow them to extend their operations in Kenai.

MOTION:

Commissioner Bielefeld **MOVED** to approve a ten-year lease renewal as described and Commissioner Dodge **SECONDED** the motion. There were no objections; **SO ORDERED.**

- e. **Discussion/Recommendation** – Special Use Permit to Alaska Air Fuel for Aircraft Loading and Parking

MOTION:

Commissioner Zirul **MOVED** to approve the Special Use Permit to Alaska Air Fuel and Commissioner Minelga **SECONDED** the motion. There were no objections; **SO ORDERED.**

- f. **Action/Approval** – Ratify the Commission's Decision Regarding Future In-Person and/or Virtual Meetings

The Commission collectively supported doing in-person and virtual hybrid meetings.

MOTION:

Commissioner Zirul **MOVED** to approve the transition to in-person and Zoom virtual hybrid meetings and Commissioner Leichliter **SECONDED** the motion. There were no objections; **SO ORDERED.**

- g. **Discussion/Recommendation** – Recommendation for a Conversion of Airport Reserve Lands Described as Lots 2 and 3, Block 5, General Aviation Apron Subdivision No. 1 Amended with SOAR International Ministries, Inc. and Recommendation of Temporary Development Incentive Application

The Airport Manager noted this was a conversion to the new standard lease form.

MOTION:

Commissioner Zirul **MOVED** to recommend Council approve of a conversion to the new standard lease form and approve of the application for development incentives by SOAR International Ministries, Inc. and Commissioner Dodge **SECONDED** the motion. There were no objections; **SO ORDERED.**

7. REPORTS

- a. **Airport Manager** – Bondurant reported on the following:
 - The float plane basin commercial fleet cards process was moving forward;

- Provided an update of the Kenai Municipal Airport remodel;
- A new parks display would be installed in the Airport on June 26;
- The signage plan for the Kenai Airport Terminal was almost finalized;
- The Airport Administration Offices were still closed to the public;
- Working on the design of the new sand storage building, construction to start spring 2021;
- FEMA was sending 11,000 masks for Airport use; and
- The Airport Terminal experienced vandalism recently.

b. **City Council Liaison** – Knackstedt reported on the June 3 City Council meeting actions.

8. NEXT MEETING ATTENDANCE NOTIFICATION – July 9, 2020

9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioner Leichter inquired about the removal of trees along the airport perimeter fence and maintenance plan.

Commissioner Minelga thanked Administration for moving forward with accepting commercial fleet cards at the float plane basin. He also expressed interest in moving forward with refurbishing the T-33A aircraft.

Commissioner Bielefeld inquired about the float plane basin operations.

10. ADDITIONAL PUBLIC COMMENT – None.


11. INFORMATION ITEMS

- a. May 2020 Mid-Month Report
- b. May 2020 Enplanement Report

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 7:04 p.m.

Meeting summary prepared and submitted by:


 Jacquelyn LaPlante
 Deputy City Clerk

