

**KENAI AIRPORT COMMISSION
REGULAR MEETING
FEBRUARY 11, 2021 – 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, K. Dodge, D. Leichter, J. Bielefeld, P. Minelga, J. Zirul
Commissioners Absent:	D. Pitts

Staff/Council Liaison Present:	Airport Manager M. Bondurant, Council Liaison H. Knackstedt, Deputy City Clerk M. Thibodeau
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A quorum was present.

c. Agenda Approval

Chair Feeken noted the following revisions to the agenda and packet:

Add to item D.6.	Recommendation to Award Airport Security Guard Services
	• Corrected Memorandum

MOTION:

Chair Feeken noted the following revisions to the agenda and packet:

Add to item 6.a.	Discussion/Recommendation – To Award Airport Security Guard Services
	• Corrected Memorandum

Chair Feeken **MOVED** to approve the agenda with the requested additions and Commissioner Lichteiter **SECONDED** the motion. There were no objections; **SO ORDERED.**

2. SCHEDULED PUBLIC COMMENT

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. January 14, 2021

MOTION:

Commissioner Lichleiter **MOVED** to approve the meeting summary of January 14, 2021 and Commissioner Zirul **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS

a. **Discussion** – Airport FY2020-FY2025 Capital Improvement Program

Airport Manager Bondurant discussed the FY22 Airport Capital Improvement Plan that was submitted to the FAA, and the new changes to the plan, including changes to grant conditions from previous years. An overview of the projects was provided, and it was noted that the snow blower was pulled forward from FY22 to FY21 due to auxiliary motor issues and age. Administration will meet with FAA to finalize.

b. **Discussion** – Update Terminal Landscaping Design

It was noted that a new sprinkler system will need to be installed in front of the airport, but it may not need to be installed prior to a decision being made on the new landscaping. Parks and Recreation provided a cost for shrubs based on landscaping Exhibit C, which was determined to be the majority favorite at the last commission meeting. Parks Director Frates provided a picture of a mural that is mounted on the building in order to help the commissioners make their decision on the placement. AstroTurf and cement were suggested as a means to avoid new sprinkler installation.

c. **Discussion** – Update on Float Plane Basin Upgrades

Costs for upgrades to the three float plane basin camping spots were provided, including crushed chips, picnic tables and grills. Different options for picnic table materials were discussed, and concrete picnic tables were suggested to prevent damage and theft. It was suggested that donations and fundraising be considered for these improvements, as well as a memorial table at the campground.

It was noted that the runway markings on the gravel strip has not gone forward yet, due to snow removal schedule.

Drafts for float plane basin signage are being designed, which will include a QR code with goes to the City of Kenai app.

d. **Discussion/Recommendation** – Airport Conference Room Use/Agreement

A new version of the Agreement was presented, which included changes suggested at the last commission and approved by Administration.

Further discussion involved clarification on cleaning fees, whether users can spend the night in the conference room, time the users may use the room and when they must vacate,

soundproofing, options for locking, and pet provisions. Suggestions will be taken into consideration by Administration to create a final version of the Agreement.

6. NEW BUSINESS

a. **Discussion/Recommendation** – To Award Airport Security Guard Services

It was reported that three proposals were received and ranked, and Guardian Security was ranked the highest. Noted that Guardian is the service they have been using for the last several years and they have done a great job.

MOTION:

Commissioner Minelga **MOVED** to recommend Council to award the Agreement for Airport Security Guard Services to Guardian Security Services, Inc. Commissioner Lichleiter **SECONDED** the motion. There were no objections; **SO ORDERED**.

b. **Discussion/Recommendation** – Special Use Permit to DNR/Forestry for Aircraft Loading and Parking

Noted they have been doing this from April through June for the last several years.

MOTION:

Commissioner Zirul **MOVED** to recommend Council to approve the Special Use Permit to the State of Alaska DNF/Forestry. Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

7. **REPORTS**

a. **Airport Manager** – Bondurant reported on the following:

- Clarified mask mandate is for all airport property, not just terminal;
- Airport Budget was due last Friday, and City Manager required it to be at last year's level or below. Only included a couple special projects, such as getting cameras and Wi-fi put in the terminal;
- Submitted 5-year Capital Program to FAA;
- Working on submitting terminal projects to Northwest Chapter of the AAAE;
- Efficiencies Report is due March 1, 2021.

b. **City Council Liaison** – Council Member Knackstedt reported on the actions of the January 20, 2021 and February 3, 2021 City Council Meetings.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – March 11, 2021

9. **COMMISSIONER COMMENTS AND QUESTIONS**

Airport Manager Bondurant noted the Informational Items included in the packet. She also announced her retirement on May 7, 2021.

Commissioner Zirul thanked Director Bondurant for her service and commit, noting that it's been a pleasure to work with her and wished her good luck. Noted that he had breakfast at the Airport café with his wife and thought the restoration looks good. He asked where the plaques with commissioner's names are.

Commissioner Lichleiter thanked Director Bondurant and reminisced working with her in past years. Thanked her for doing a great job, and led the commission in a round of applause.

Vice Chair Dodge wished Director Bondurant the best for her retirement, and said she will be missed a lot.

Chair Feeken told Director Bondurant it will be sad to see her go, and it won't be the same without her.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

- a. January 2021 Mid-month Report
- b. December 2020 Enplanements
- c. January 25, 2021 Fact Sheet Alaska Aviation Plan
- d. Security Directive 1542-21-01 Face mask Requirements
- e. FAQs for Post Security Directive (SD)/Emergency Amendment (EA) Mask Implementation
- f. Ordinance No. 3181-2021 Lease Extension to Kenai Aviation Operations, LLC

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 7:02 p.m.

Meeting summary prepared and submitted by:



Meghan Thibodeau
Deputy City Clerk

