

**KENAI AIRPORT COMMISSION
REGULAR MEETING
APRIL 8, 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. Leichliter, J. Bielefeld

Commissioners Absent: P. Minelga, J. Zirul, D. Pitts

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

A quorum was present.

c. Agenda Approval

MOTION:

Vice Chair Dodge **MOVED** to approve the agenda and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

2. SCHEDULED PUBLIC COMMENT

a. Joel Caldwell, Kenai Aviation – Update on Airport Activities

Joel Caldwell did not attend the meeting to speak to the commission.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. March 11, 2021

MOTION:

Commissioner Liechliter **MOVED** to approve the meeting summary of March 11, 2021 and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS

a. **Discussion** – Final Project Status – Information Sign at Float Plane Basin

Airport Manager Bondurant reported that she had talked with the Alaska Channel about including a QR code on the information sign, and they recommended to have the code direct users to Yelp, as it would have everything people would want to know about the Kenai Peninsula. A draft of the sign presented for discussion. It was noted that a clean and simple design would be better for advertising. There was general consensus that the new design was preferred.

b. **Discussion** – Final Conference Room Use Agreement

The final conference room agreement was presented to commissioners. Airport Manager Bondurant reported that it now includes a lockbox for users to be able to access conference room when staff is unavailable. It was noted that the frosted glass looks nice.

c. **Discussion** – FY22 Airport Budget Narratives (drafts)

Airport Manager Bondurant included the FY22 Budget narratives for information, and gave an explanation for each department. She reported that the budget would be presented to Council on Saturday, April 24, 2021.

6. NEW BUSINESS

a. **Discussion/Recommendation** – Special Use Permit to DNR/Forestry for Aircraft Loading and Off-Loading

Vice Chair Dodge **MOVED** to approve the Special Use Permit to DNR/Forestry for Aircraft Loading and Off-Loading and Commissioner Leichter **SECONDED** the motion. There were no objections; **SO ORDERED**.

b. **Discussion/Recommendation** – Special Use Permit to Pacific Star Seafoods Inc. for Aircraft Loading and Off-Loading

Commissioner Leichter **MOVED** to approve the Special Use Permit to Pacific Star Seafoods Inc. for Aircraft Loading and Off-Loading and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

c. **Discussion/Recommendation** – Special Use Permit to Everts Air Fuel for Aircraft Parking

Commissioner Leichter **MOVED** to approve the Special Use Permit to Everts Air Fuel for Aircraft Parking and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

d. **Discussion/Recommendation** – Special Use Permit to UPSCO United Parcel Service Co., Inc. for Aircraft Loading and Parking

Commissioner Leichter **MOVED** to approve the Special Use Permit to UPSCO United Parcel

Service Co., Inc. for Aircraft Loading and Parking and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

- e. **Discussion/Recommendation** – Special Use Permit to Empire Airlines, Inc. for Aircraft Parking

Commissioner Leichliter **MOVED** to approve the Special Use Permit to Empire Airlines, Inc. for Aircraft Parking and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

- f. **Discussion/Recommendation** – First Amendment to Janitorial Agreement to Reborn Again Janitorial

Commissioner Leichliter **MOVED** to approve the First Amendment to Janitorial Agreement to Reborn Again Janitorial and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

- g. **Discussion** – Updated Airport Land Brochure

It was noted that the Airport Land Brochure was originally published in 2018, and is a great way to promote airport lands. The updated brochure was presented to the commission and included updates and changes made by Administration. The final draft has been submitted, and Bondurant recommended updating it annually so it will always be current.

7. REPORTS

- a. **Airport Manager** – Bondurant reported on the following:
- The approval of phase II of the sand storage building;
 - Money has been appropriated for the new multi-purpose broom/blower;
 - The project to repair skink holes is currently going through environmental reviews;
 - Council awarded a contract for sand screening at the April 7, 2021 meeting.
- b. **City Council Liaison** – Council Member Knackstedt reported on the actions of the March 17, 2021 and April 7, 2021 Council Meetings. He asked commissioners how much money they think Airport Manager Bondurant had received for the Kenai Airport from grants, and told them it had been an impressive total of \$41 million.

8. NEXT MEETING ATTENDANCE NOTIFICATION – May 13, 2021

9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioner Leichliter thanked Airport Manager Bondurant for everything she's done for airport and community.

Commissioner Bielefeld stated that he was going to miss Airport Manager Bondurant. He also asked about when the runway project might start, and Bondurant reported she believed it would be August 2021.

Vice Chair Dodge noted that she is going to miss Airport Manager Bondurant. She hopes she enjoys her retirement, and that things will go on but won't be the same

Chair Feeken stated that Bondurant is going to be a hard act to follow, and she will be missed.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS


- a. March 2021 Mid-Month Report
- b. Resolution No. 2021-22 Resolution Authorizing Budget Transfer and Award
- c. Ordinance No. 3201-2021 Appropriating Funds to Purchase Snow Removal Equipment
- d. February 2021 Enplanements
- e. Resolution No. 2021-21 Approving Development Incentives for a Lease
- f. Important Information About Your Role in Preventing Human Trafficking. – Kristi Warden email of March 5, 2021

12. ADJOURNMENT

MOTION:

There being no further business before the Commission, the meeting was adjourned at 6:38 p.m.

Meeting summary prepared and submitted by:



Meghan Thibodeau
Deputy City Clerk

