

**KENAI AIRPORT COMMISSION
REGULAR MEETING
MAY 12, 2022 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
Telephonic/Virtual Information Page 2
<http://www.kenai.city>**

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Agenda Approval

2. SCHEDULED PUBLIC COMMENT *(Public comment limited to ten (10) minutes per speaker)*

3. UNSCHEDULED PUBLIC COMMENT *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

4. APPROVAL OF MEETING SUMMARY

- a. April 14, 2022.....Pg. 3

5. UNFINISHED BUSINESS

6. NEW BUSINESS

- a. **Discussion/Recommendation** – Recommending the City Council Approve a Special Use Permit to Pacific Star Seafoods for 15,000 sqft of Apron for Aircraft Parking & Loading from June 1, 2022-July 31, 2022.Pg. 6
- b. **Discussion/Recommendation** – Recommending the City Council Approve the Second Amendment to Agreement for Janitorial Services to Reborn Again Janitorial.....Pg. 18
- c. **Discussion/Recommendation** – Recommending the City Council Approve Resolution No. 2022-XX – Approving the Execution of a Lease to Swanson Properties, LLC for Lot 6, Block 5, General Aviation Subdivision No. 1 Amended.....Pg. 21
- d. **Discussion** – FY23 Draft Airport Budget.....Pg. 28

7. REPORTS

- a. Airport Manager
- b. City Council LiaisonPg. 52

8. NEXT MEETING ATTENDANCE NOTIFICATION – June 9, 2022

9. COMMISSIONER COMMENTS AND QUESTIONS

10. **ADDITIONAL PUBLIC COMMENT**

11. **INFORMATION ITEMS**

a. March 2022 Enplanement Report.....Pg. 58

12. **ADJOURNMENT**

Join Zoom Meeting

<https://us02web.zoom.us/j/84592871598>

Meeting ID: 845 9287 1598 **Password:** 529306

OR

Call: (253) 215-8782 or (301) 715-8592

Meeting ID: 845 9287 1598 **Password:** 529306

****PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING****
MEGHAN -- 283-8231 OR, ERICA -- 283-8281

**KENAI AIRPORT COMMISSION
REGULAR MEETING
APRIL 14, 2022 – 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, D. Pitts, P. Minelga, J. Bielefeld, J. Caldwell, J. Daily, J. Zirul

Commissioners Absent:

Staff/Council Liaison Present: Airport Manager E. Conway, Administrative Assistant E. Brincefield, Council Liaison Baisden

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda and Commissioner Caldwell **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 10, 2022

MOTION:

Commissioner Bielefeld **MOVED** to approve the meeting summary of March 10, 2022 as presented. Vice Chair Minelga **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

- a. **Discussion/Recommendation** – Special Use Permit to Laser Art Alaska, LLC for Displaying Laser Artwork and Alaskan Gifts for Sale

MOTION:

Commissioner Zirul **MOVED** to recommend Council approve a Special Use Permit to Laser Art Alaska, LLC for Displaying Laser Artwork and Alaskan Gifts for Sale. Commissioner Caldwell **SECONDED** the motion.

Riley Updike of Laser Art Alaska responded to questions asked by the commission, including whether a specific piece of art on their website would be displayed in the terminal building, and Mr. Updike confirmed it would not be. He clarified the operating hours, and other vendors to be displayed.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED.**

- b. **Discussion/Recommendation** – Execution of a Lease to Joel Caldwell

MOTION:

Commissioner Pitts **MOVED** to recommend Council approve Execution of a Lease to Joel Caldwell. Commissioner Zirul **SECONDED** the motion.

Commissioner Caldwell declared a conflict of interest, stating that he had a financial interest in the matter. Chair Feeken ruled that Commissioner Caldwell had a conflict and excused him from voting.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED.**

- c. **Discussion/Recommendation** – Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage

MOTION:

Vice Chair Minelga **MOVED** to recommend Council approve a Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage. Commissioner Caldwell **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED.**

- d. **Discussion/Recommendation** – Lawton Acres Parcel 04501003 Disposal Recommendation

The commission stated their support for the disposal and development of parcel 04501003, and had further discussion on rezoning.

MOTION:

Commissioner Daily **MOVED** to affirm that the Airport Commission's recommendation of Parcel 04501003 retention status remain dispose. Commissioner Pitts **SECONDED** the motion.

VOTE:

YEA: Feeken, Minelga, Zirul, Bielefeld, Caldwell, Daily, Pitts

NAY: None

MOTION PASSED UNANIMOUSLY.

7. REPORTS

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

- Kenai Aviation will begin service May 2nd, and will have an open house on April 22nd to view the new aircraft;
- Enplanement numbers continue to grow;
- Parking revenue up 80%
- CDC extended mask mandate to May 3rd
- Excited to have another tenant in terminal, “My Alaskan Gifts”
- 5th Amendment to airline operating agreement to address insurance requirements will go before Council on April 20, 2022.

b. **City Council Liaison** – Council Member Baisden reported on the Council meetings of March 16, 2022 and April 6, 2022.

8. NEXT MEETING ATTENDANCE NOTIFICATION – May 12, 2022

Commissioner Zirul noted that he will be absent for this meeting.

9. COMMISSIONER COMMENTS AND QUESTIONS

Congratulations were expressed to Kenai Aviation.

Vice Chair Minelga mentioned updating the Airport Master Plan.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

a. February 2022 Enplanement Report

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:33 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk



“Serving the Greater Kenai Peninsula”

305 N. WILLOW ST. SUITE 200 KENAI, ALASKA 99611
TELEPHONE 907-283-7951
FAX 907-283-3737

Memo

To: Airport Commission
Thru: Eland Conway – Airport Manager
From: Erica Brincefield - Assistant
Date: May 5, 2022
Subject: Pacific Star Seafoods, Inc. – Special Use Permit

Pacific Star Seafoods, Inc. is requesting a Special Use Permit for 15,000 square feet for aircraft loading and parking related to fish haul operations.

The Special Use Application has been received and the \$100 application fee paid.

The Special Use Permit is effective June 1, 2022 through July 31, 2022.

Does Commission recommend Council approve the Special Use Permit to Pacific Star Seafoods, Inc.?

Attachments

SPECIAL USE PERMIT 2022

The CITY OF KENAI (City) grants to PACIFIC STAR SEAFOODS, INC. (Permittee), whose address is 672 Bridge Access, Kenai, Alaska 99611, a Special Use Permit for the purpose of on or off-loading fish at the Kenai Municipal Airport subject to the requirements and the conditions set forth below.

1. Premises. Permittee shall have the non-exclusive right to use 15,000 square feet as described in the attached diagram shown in the attached Exhibit A for the uses identified in this Permit.

2. Term. The term of this Permit shall be for two months commencing on June 1, 2022, and ending on July 31, 2022. Regardless of the date of signature, this Permit shall be effective as of June 1, 2022.

3. Permit Fees. Permittee shall pay the following fees for the privileges extended to Permittee under this Permit:

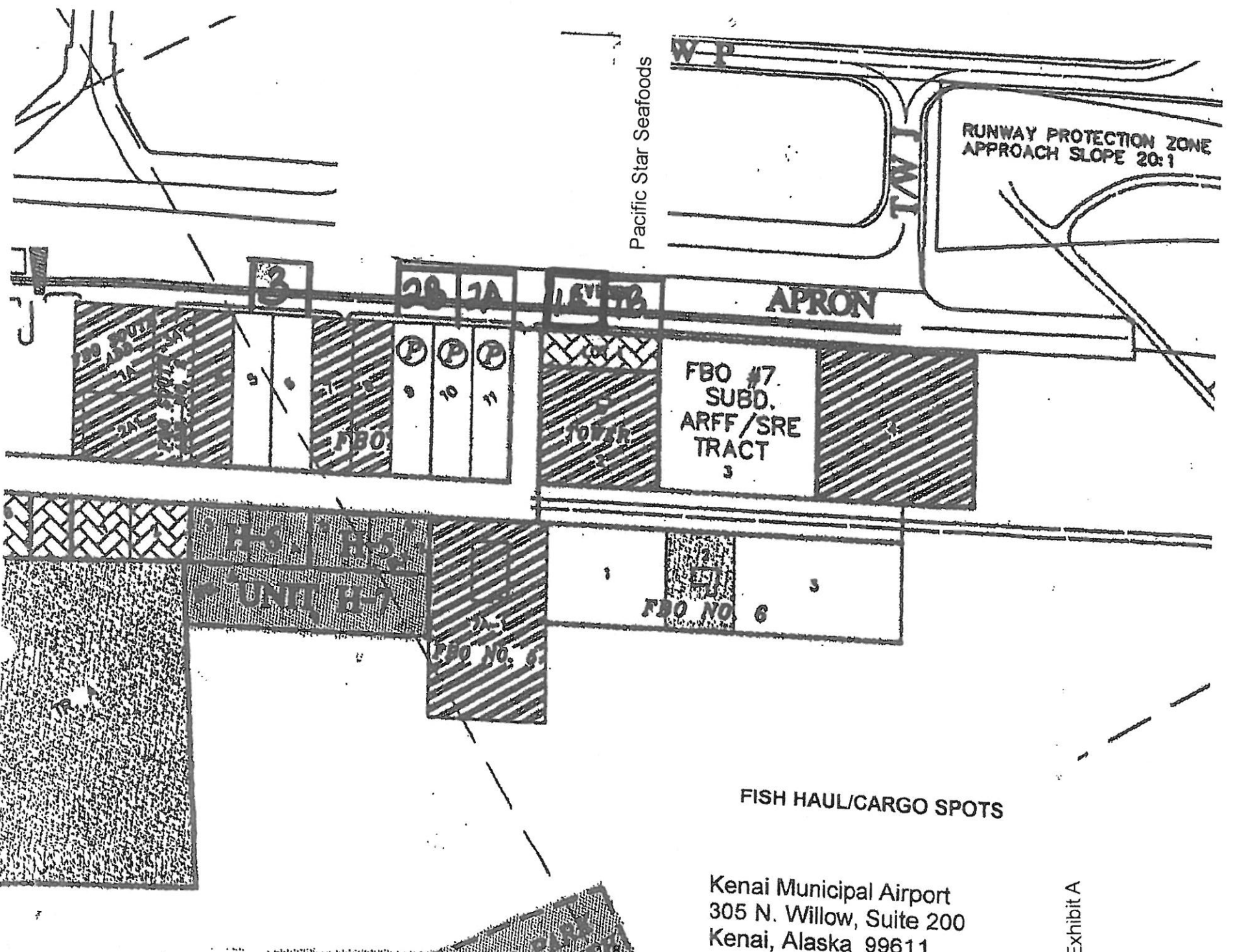
A. Permit: Permittee shall pay a monthly fee plus applicable sales tax as follows:

June	\$ 1,512.50
July	Per fee schedule adopted in FY23 Budget

B. Proximity Card for Gate Access: In addition to the general permit fee, Permittee shall pay a deposit of One Hundred Dollars (\$100.00) for the use of each proximity card issued to Permittee by City to allow for gate access to the Airport to conduct the uses permitted hereunder. City shall refund this deposit to Permittee when the card is returned to City. City may exercise a right of offset to apply the deposit to any outstanding balance due to City from Permittee at the termination of this Permit.

C. Other Fees: City may assess additional fees for aviation or aviation support activities and uses not defined in this Permit. If a fee has not been established for those activities or services, a fee will be established by the Airport Manager.

Payment shall be directed to City of Kenai, ATTN: Finance Department, 210 Fidalgo Avenue, Kenai, AK 99611 and a courtesy notice of payment provided to Airport Administration at 305 North Willow Street, Suite 200, Kenai, AK 99611. All permit fees are payable in advance of each month unless otherwise provided. In the event of delinquency, interest at the rate of 10% per annum, and penalty of 10% shall also be due (KMC 1.75.010). Interest shall accrue from the date due until the date paid in full. Failure to timely make payments is grounds for termination of this Permit. (See ¶ 22, Termination).



Kenai Municipal Airport
 305 N. Willow, Suite 200
 Kenai, Alaska 99611

Exhibit A

4. Use. City authorizes Permittee's non-exclusive use of the Premises for the following purpose(s):

On or off-loading fish. **NOTE:** This permit does not guarantee the exclusive use of the area identified in Exhibit A. City reserves the right to re-assign Permittee, upon reasonable notice, to other areas as airport needs may require.

Permittee shall have the right of ingress and egress to the Airport using only designated gate access locations (which may require a proximity card) for the use of the Premises. This Permit, and any access rights allowed hereunder, are for Permittee's use only and may not be transferred or assigned.

Use of the Premises by Permittee is subject to the reasonable administrative actions of the City of Kenai for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities and is further subject to the following conditions:

Permittee acknowledges that the use granted herein is subject to the Kenai Municipal Code and municipal regulations governing the Kenai Municipal Airport and as those laws and regulations may be amended from time to time.

Solicitation of donations or operation of a business or other commercial enterprise not contemplated by this Permit is prohibited without the written consent of City.

No person may repair an aircraft, aircraft engine, propeller, or apparatus in an area of the Airport other than that specifically designated for that purpose by the Airport Manager or designated representative. The Airport Manager or designated representative reserves the right to designate reasonable areas where aircraft owners may perform services on their own aircraft.

5. Airport Operations. Permittee shall ensure that the Permittee, its employees, and guests, and anyone else acting by, on behalf of, or under the authority of Permittee on the Airport, that perform any repairs or activities authorized under this Permit act in a manner that ensures the safety of people and the Airport, the protection of public health and the environment, and the safety and integrity of the Airport and any premises on the Airport. Permittee shall employ qualified personnel and maintain equipment sufficient for the purposes of this provision. The Permittee shall immediately notify City of any condition, problem, malfunction, or other occurrence that threatens the safety of the Airport, the safety of persons using the Airport, the public health or the environment, or the safety or integrity of any premises on the Airport.

6. Inspection. The Federal Aviation Administration (FAA) and/or City shall have the right and authority to inspect, at any time for any purpose whatsoever, the Premises as well as any and all equipment used by the Permittee under this Permit.

7. Coordination with Airport Management. Permittee shall coordinate all activities on the Airport with Airport Management, or a designated representative, and shall abide by all reasonable decisions and directives of the Airport Management regarding general use of the Airport by Permittee.

8. Radio Transmitting Equipment. Permittee shall discontinue the use of any machine or device which interferes with any government-operated transmitter, receiver, or navigation aid until the cause of the interference is eliminated.

9. Insurance. Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, City is entitled to coverage to the extent of the higher limits.

A. Commercial General Liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must include an endorsement under which the insurer extends coverage to Permittee's fuel handling activities. The policy must name the City as an additional insured.

B. Worker's compensation insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide worker's compensation insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.

C. Commercial Automobile Coverage with not less than \$1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses on the Airport. The policy must name the City as an additional insured.

D. All insurance required must meet the following additional requirements:

- i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
- ii. Permittee shall submit to the City proof of continuous insurance

coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.

- iii. Permittee shall request a waiver of subrogation against City from Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.
- iv. Provide the City with notification at least 30 days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to City by June 1, 2022. The effective date of the insurance shall be no later than June 1, 2022.

City may increase the amount or revise the type of required insurance on written demand without requiring amendments to this Permit. City will base any increase or revision on reasonable and justifiable grounds. Within two weeks of the written demand, Permittee shall submit to City evidence of insurance coverage that meets the requirements of the City.

10. Assumption of Risk. Permittee assumes full control and sole responsibility as between Permittee and City for the activities of Permittee, its personnel, employees, and persons acting on behalf of or under the authority of the Permittee anywhere on the Airport. Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on and access to the Kenai Municipal Airport and its exercise of the privileges granted in this Permit.

11. Indemnity, Defend, and Hold Harmless Agreement. Permittee agrees to fully indemnify, defend, and hold harmless, the City of Kenai, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including any fees and/or costs reasonably incurred by the City's staff attorneys and outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Permittee in connection with or arising from or out of Permittee's activities on or use of the Premises, Permittee's access to the Kenai Municipal Airport, and/or Permittee's exercise of the privileges granted in this Permit. This shall be a continuing obligation and shall remain in effect after termination of this Permit.

12. Fuel Spill Prevention and Response Plan. Areas of the apron have been seal coated to protect asphalt from adverse effects of petroleum product spills. The City requires that Permittee provide adequate absorbent materials and tools available on the Premises and at the airport in order to maintain a fuel spill and response capability. Permittee shall be liable for any damage caused by and costs associated with any spill, the cleanup of any spill, or the discharge of petroleum products or hazardous materials due to Permittee's use of the apron and/or use of the Airport.

Permittee shall provide to City an acceptable fuel spill prevention and response plan and will maintain fuel spill and response capability. Permittee further agrees to have a copy of the fuel spill prevention and response plan located in the Permittee's fuel dispensing equipment at all times. Permittee must comply with the Airport's Storm Water Pollution Prevention Plan as appropriate to Permittee's activities.

Permittee shall not store any personal property, solid waste, petroleum products, Hazardous Material as defined by 14 CFR § 171.8, hazardous waste (ignitable, corrosive, reactive, or toxic) or any hazardous substance on any portion of the Airport. Permittee is aware that there are significant penalties for improperly disposing of the Hazardous Materials and other waste and for submitting false information regarding Hazardous Materials, including the possibility of fine and imprisonment for knowing violations.

Permittee shall immediately remove the material in the event of spillage or dripping of gasoline, oil, grease, or any other material which may be unsightly or detrimental to the pavement or surface in or on any area of the Airport.

Permittee may not construct or install any above-ground or underground fuel storage tanks or dispensing systems at the Airport.

No person shall smoke on an aircraft-parking ramp, inside an aircraft hangar, or within 50' of any aircraft fuel facility or fuel truck.

Permittee is subject to FAA Advisory Circular 150/5230-4 Aircraft Fuel Storage, Handling, and Dispensing on Airports, the National Fire Protection Associations' "Standard for Aircraft Fueling Servicing" in NFPA 407 (1996 version), and the current version of the International Fire Codes. All inspections of fuel facilities, by City or other regulating entities to which Permittee is subject, shall be conducted to assure compliance with the fire safety practices listed in these referenced documents.

13. Hazardous Substances and Materials. Permittee shall conform and be subject to the requirements of 14 CFR § 139.321 regarding the handling and storage of hazardous substances and materials.

14. No Discrimination. Permittee shall not discriminate against any person because of the person's race, creed, color national origin, sex, age, or handicap. Permittee recognizes the right of City to take any action necessary to enforce this requirement of the Permit. Permittee will furnish services provided under this Permit on a reasonable, and not unjustly discriminatory, basis to all users of the Airport and shall charge reasonable, and not unjustly discriminatory, prices for each product or service provided at the Airport.

15. Licenses and Permits. Permittee shall obtain and maintain all required federal, state, and local licenses, certificates, and other documents required for its operations under the Permit. Permittee shall provide proof of compliance to City upon request by the City.

16. Compliance with Law/Grant Assurances. This Permit, and Permittee's activities conducted under this Permit, is subject to all executive orders, policies and operational guidelines and all applicable requirements of federal, state, and City statutes, ordinances, and regulations in effect during the term of this Permit. Further, Permittee shall comply with all applicable requirements imposed on the Airport by federal law to ensure that the Airport's eligibility for federal money or for participation in federal aviation programs is not jeopardized. This Permit is subordinate to the City's grant assurances and federal obligations.

17. No Exclusivity. The privileges granted under this Permit are not exclusive to Permittee. City has the right to grant to others any right or privilege on the Airport.

18. Assignment. The privileges granted under this Permit are personal to Permittee and may not be assigned by Permittee.

19. No Joint Venture. City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises or elsewhere at the Kenai Municipal Airport.

20. No Waiver. Failure to insist upon a strict compliance with the terms, conditions, and requirements herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

21. Personalty. Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of \$25.00 per day. The City of

Kenai is not responsible for any damage to or theft of any personalty of Permittee or of its customers.

22. Termination; Default. This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety or due to a failure of Permittee to comply with condition or term of this Permit which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period under the circumstances to correct the violation or breach.

23. Landing Fees; Fee Schedule. Timely payment of landing fees and other required Airport fees is a condition of this Permit and, as such, failure to timely pay landing and other airport fees is grounds for termination. Without limiting the foregoing, Permittee shall pay landing fees for aircraft landings as set out in the City's comprehensive schedule of rates, charges and fees. Permittee shall make payment within 30 days following the end of each month and without demand or invoicing from City. Permittee shall also provide Airport Administration with monthly certified gross take-off weight reports within ten days following the end of each month for landings for the preceding month. Airport landing fees shall be paid at the Airport Administration Building, 305 North Willow Street, Suite 200, Kenai, AK 99611.

24. Impoundment. At the discretion of the Airport Manager, City may impound any aircraft parked on the Premises after termination of this Permit. Impoundment may be accomplished by affixing a seal to the door of the aircraft or the moving of the aircraft for impoundment purposes. Inconvenience or damage that may result from such movement will be at the risk of Permittee. An impoundment fee plus a towage fee shall be charged on each aircraft impounded. In addition, a daily storage fee shall be charged for each day the aircraft remains impounded. Any impounded aircraft that is not redeemed within 90 days after impoundment shall be considered abandoned and shall be subject to sale at public auction. Notice of any auction shall be published. Publication shall be in a newspaper of general circulation in that area for at least once during each of three consecutive weeks not more than 30 days nor less than seven days before the time of the auction.

25. Definitions. As used in this Permit, "Permittee" means State, Department of Natural Resources, Division of Forestry, and where the context reasonably indicates, its officers, agents, and employees. "Airport" means the Kenai Municipal Airport.

CITY OF KENAI

PACIFIC STAR SEAFOODS, INC.

By: _____
Paul Ostrander Date

By: _____
Nate Berga

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2022, the foregoing instrument was acknowledged before me by Paul Ostrander, City Manager, of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2022, the foregoing instrument was acknowledged before me by Nate Berga, Plant Manager, Pacific Star Seafoods, Inc., on behalf of the State of Alaska.

Notary Public for Alaska
My Commission Expires: _____

ATTEST:

Shellie Saner, City Clerk

SEAL:

APPROVED AS TO FORM:

Scott M. Bloom, City Attorney

DRAFT

DRAFT



“Serving the Greater Kenai Peninsula”

305 N. WILLOW ST. SUITE 200 KENAI, ALASKA 99611
TELEPHONE 907-283-7951

FAX 907-283-3737

Memo

To: Airport Commission
Through: Eland Conway - Airport Manager
From: Erica Brincefield – Assistant
Date: April 22, 2022
Subject: Second Amendment to Agreement for Janitorial Services

On July 1, 2020 the City of Kenai entered into an Agreement for Janitorial Services with Reborn Again Janitorial Services, for a period of one year with the option to extend for an additional four (4) years if the City and contractor mutually agree in writing.

The Contractor requests to renew under the same terms and conditions.

Attached for your review and recommendation is the Second Amendment to Agreement for Janitorial Services which shall be effective July 1, 2022.

Does Commission recommend Council approve the Second Amendment to Agreement for Janitorial Services with Reborn Again Janitorial Services?

Attachment

SECOND AMENDMENT TO AGREEMENT FOR JANITORIAL SERVICES

The Agreement for Janitorial Services made the 1st day of July 2020, by and between the CITY OF KENAI, hereinafter called "Owner", whose address is 210 Fidalgo Avenue, Kenai, AK 99611-7794, and, Reborn Again Janitorial Services, whose mailing address is P.O.Box 927, Kenai, AK 99611, hereinafter called "Contractor," is hereby amended as follows:

1). Pursuant to Section 2 of the Agreement for Janitorial Services the term of the Agreement for Janitorial Service for the Kenai Municipal Airport is extended for one year, beginning on July 1, 2022 and ending on June 30, 2023.

2). All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

DATED this ____ day of _____, 2022.

CITY OF KENAI

By: _____
Paul Ostrander, City Manager

Reborn Again Janitorial Services

Reborn Again Janitorial Services

By: _____
Sylvia Trevino, Owner

By: _____
Erica Jackson, Owner



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Airport Commission
FROM: Ryan Foster, Planning Director
DATE: May 4, 2022
SUBJECT: **Resolution No. 2022-XX – Approving the Execution of a Lease to Swanson Properties, LLC.**

On April 4, 2014, Swanson Properties, LLC entered into an assignment of lease for Lot 6, Block 5, General Aviation Subdivision No. 1 with Jacqueline Ann Swanson. The lease term for an office and warehouse use was effective on April 14, 1967, for a term of 55 years and terminates on June 30, 2022.

Swanson Properties, LLC proposes to maintain the current office and warehouse operations; with the appraised value of existing improvements allowing a lease term of 45 years according to the term table in Kenai Municipal Code 22.05.055, though the applicant is requesting a shorter lease term to June 30, 2031, in order to align with another existing lease they have on the adjacent property at 149 N Willow Street. At that time, the lease for non-aeronautical uses with direct airfield access can be evaluated.

Pursuant to Kenai Municipal Code 21.10.060 Lease application review, notice of the lease application was posted in the Peninsula Clarion and stated competing applications may be submitted for the parcel within 30 -days to the City. The 30 -day window from publication ends on May 21, 2022, and to-date, no competing applications have been submitted to the City.

The parcel is within the Airport Light Industrial (ALI) Zone. Pursuant to KMC 14.20.065, the purpose of the ALI Zone is to protect the viability of the Kenai Municipal Airport as a significant resource to the community by encouraging compatible land uses and reducing hazards that may endanger the lives and property of the public and aviation users. The proposed use, rental and equipment sales as an Airport Compatible Use, is a permitted and compatible use in the ALI Zone.

The Imagine Kenai 2030 Comprehensive Plan outlines goals, objectives, and action items for the City, including this one pertaining to the Kenai Municipal Airport:

Objective T- 1: Support future development near or adjacent to the airport when such development is in alignment with the Kenai Municipal Airport's primary mission, "To be the commercial air transportation gateway to the Kenai Peninsula Borough and Cook Inlet."

The proposed use complies with the Imagine Kenai 2030 Comprehensive Plan by supporting development on lease lots with development that is in alignment with the Kenai Municipal Airport's marketing strategy.

The Airport Land Use Plan was developed to identify the highest and best uses of Kenai Municipal Airport land. The Airport Land Use Plan discusses leasing land and enhancing opportunities for local economic development. The proposed use by Swanson Properties, LLC complies with the Airport Land Use Plan and would enhance local economic development.

Please review the attached materials.

Does the Commission recommend Council approve the execution of a lease to Swanson Properties, LLC?

Attachments:

City of Kenai Land Lease Application from Swanson Properties, LLC

145 N Willow St Map

Draft Resolution 2022-XX





RECEIVED

CITY OF KENAI
City of Kenai
Land Lease Application

PLANNING DEPARTMENT
DATE 4-15-22

Application for: New Lease
 Amendment Extension
 Assignment Renewal

Application Date: 4-15-22

Applicant Information

Name of Applicant:	Ron's Rent-it Center, Inc. Jared Swanson				
Mailing Address:	145 N. Willow St.	City:	Kenai	State:	AK Zip Code: 99611
Phone Number(s):	Home Phone:		Work/ Message Phone: 907-283-4232		
E-mail: (Optional)	jareds@ronsrentit.com				
Name to Appear on Lease:	Ron's Rent-it Center, Inc.				
Mailing Address:		City:		State:	Zip Code:
Phone Number(s):	Home Phone:		Work/ Message Phone:		
E-mail: (Optional)					
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other _____				

Property Information and Term Requested

Legal description of property (or, if subdivision is required, a brief description of property):
145 N. Willow St.

Does the property require subdivision? (if Yes, answer next questions) YES NO
 Subdivision costs are the responsibility of the applicant unless the City Council determines a subdivision serves other City purposes:
 1. Do you believe the proposed subdivision would serve other City purposes? YES NO
 2. If determined it does not, applicant is responsible for all subdivision costs. Initials _____

If an appraisal is required to determine the minimum price on the land, applicant is responsible for the deposit to cover costs associated with appraisal. If a sale is approved, the cost of the appraisal will be either refunded or credited to the applicant. Initials _____

It is the responsibility of the applicant to cover recording costs associated with lease. Initials _____

Do you have or have you ever had a Lease with the City? (if Yes, answer next question) YES NO
 1. Legal or brief description of property leased:
149 & 145 N. Willow St.

Request a Lease with an Option to Purchase once development requirements are met? YES NO

Requested term for Initial Lease or Renewal (based on Term Table, not to exceed 45 years):

Requested term for Lease Extension (based on Term Table, not to exceed a total of 45 Years): 9 yr ext.

Requested Starting Date:

Proposed Use and Improvements

Proposed Use (check one): | Aeronautical | Non-Aeronautical

Do you plan to construct new or additional improvements? (if Yes, answer next five questions) L YES NO

1. Will the improvement change or alter the use under an existing lease? YES NO

2. What is the proposed use of the improvement?

3. What is the estimated value of the improvement?

4. What is the nature and type of improvement?

5. What are the dates construction is estimated to commence and be completed?
(generally, construction must be completed within two years)

Estimated Start Date:

Estimated Completion Date:

Describe the proposed business or activity intended:

retail, equipment rental/sales

How does the proposed lease support a thriving business, residential, recreational, or cultural community?

Lease Assignment Only: What is the name of the individual or legal entity the lease is to be assigned?

Ron's Rent-it Center, Inc.

Lease Renewal Only

Renewal of an Existing Lease (at least one year of term remaining): Requires new development.

Lease Term based on: Estimated cost of new improvements and Purchase Price (optional)

Renewal of an Expiring Lease (less than one year of term remaining): Does not require new development.

Lease Term based on: Purchase Price | Professional Estimate of Remaining Useful Life

Fair Market Value appraisal and/or Estimated cost of new improvements (optional)

Requested Term for Renewal Based on Term Table, not to exceed 45 Years: *9 yrs*

Submitting an application for a lease does not give the applicant a right to lease or use the land requested in the application. The application shall expire twelve (12) months after the date the application has been made if the City and the applicant have not, by that time, entered into a lease, unless the City Council for good cause grants an extension for a period not to exceed six (6) months. The City has no obligation to amend, renew or extend a lease and may decline to do so upon making specific findings as to why a lease renewal, extension, or amendment is not in the best interest of the City

Signature:	<i>Jared Swanson</i>	Date:	<i>4-15-22</i>
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Print Name:	<i>Jared Swanson</i>	Title:	<i>President</i>
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For City Use Only:	Date Application Fee Received: _____
<input type="checkbox"/> General Fund <input type="checkbox"/> Airport Reserve Land	Date Application Determined Complete: _____
<input type="checkbox"/> Airport Fund <input type="checkbox"/> Outside Airport Reserve	30-Day Notice Publication Date: _____
Account Number: _____	City Council Action/Resolution: _____



145 N Willow St
Lot 6, Block 5, General Aviation Subdivision No 1 Amended
Parcel 04324020



LEGEND

 Subject Parcel

0 20 40 Feet

Date: 5/4/2022

Data Source: Kenai Peninsula Borough. Data is for graphic representation only. Imagery may not match true parcel boundaries.





CITY OF KENAI

RESOLUTION NO. 2022-XX

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA APPROVING THE EXECUTION OF A LEASE OF AIRPORT RESERVE LANDS USING THE STANDARD LEASE FORM BETWEEN THE CITY OF KENAI AND SWANSON PROPERTIES, LLC ON LOT 6, BLOCK 5, GENERAL AVIATION SUBDIVISION NO. 1 AMENDED.

WHEREAS, the lease to Swanson Properties, LLC for Lot 6, Block 5, General Aviation Subdivision No. 1 Amended expires on June 30, 2022; and,

WHEREAS, on April 15, 2022, Swanson Properties, LLC submitted an application for a lease of City owned properties within the Airport Reserve, described as Lot 6, Block 5, General Aviation Subdivision No. 1 Amended; and,

WHEREAS, the Swanson Properties, LLC lease application states the intention to maintain current warehouse and office operations; with the appraised value of existing improvements that gives a lease term of 45 years (and a requested lease term of 9 years) according to the term table in Kenai Municipal Code 22.05.055; and,

WHEREAS, the proposed development would be mutually beneficial and would conform with the Kenai Municipal Code for zoning and Kenai's Comprehensive Plan; and,

WHEREAS, the City of Kenai did not receive a competing lease application within thirty (30) days of publishing a public notice of the lease application from Swanson Properties, LLC; and,

WHEREAS, at their regular meeting on May 11, 2022, the Planning and Zoning Commission reviewed the lease application and recommended approval by the City Council; and,

WHEREAS, at their regular meeting on May 12, 2022, the Airport Commission reviewed the lease application and recommended approval by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

Section 1. That a Lease of Airport Reserve Lands is approved and the City Manager is authorized to execute a lease between the City of Kenai, Lessor, and Swanson Properties, LLC, Lessee, as follows:

The lease term will be 9 years;

Lot developments will prevent unauthorized access to the airfield;

Structures will be built behind the 100 foot building restriction line;

Swanson Properties, LLC is responsible for all snow removal, and snow may not touch the perimeter security fence or be piled to a height that would allow access to the airport; and

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 1st day of June, 2022.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Michelle M. Saner, MMC, City Clerk

DRAFT

**City of Kenai
Fiscal Year 2023 Operating Budget**

Airport Fund Summary by Line Item

	Actual FY2020	Actual FY2021	Original Budget FY2022	Projection FY2022	Proposed FY2023
Revenues					
State & Federal Grants	\$ 833,516	\$ 1,278,200	\$ 42,413	\$ 2,776,889	\$ 22,987
Usage Fees					
Fuel Sales	25,927	12,231	28,000	12,500	15,625
Fuel Flowage	11,113	9,589	15,000	12,500	31,250
Float Plane	626	861	750	750	750
Tie Down	8,580	10,298	7,500	10,000	12,500
Landing	337,097	262,661	300,874	397,500	447,787
Plane Parking	4,429	6,515	10,000	15,000	15,000
Total Usage Fees	<u>387,772</u>	<u>302,155</u>	<u>362,124</u>	<u>448,250</u>	<u>522,912</u>
Rents and Leases - Land	<u>523,663</u>	<u>558,718</u>	<u>512,255</u>	<u>575,000</u>	<u>508,309</u>
Miscellaneous					
Penalty and Interest	52,389	2,436	5,000	5,000	5,000
Interest on Investments	136,276	2,935	35,000	5,000	35,000
Other	12,881	11,960	10,000	12,605	10,000
Total Miscellaneous	<u>201,546</u>	<u>17,331</u>	<u>50,000</u>	<u>22,605</u>	<u>50,000</u>
Terminal Revenue					
Parking Fees	170,366	110,442	200,000	260,000	297,143
Rents and Leases	338,522	389,345	478,325	461,281	576,738
Penalty and Interest	8,217	718	7,500	2,000	7,500
Car Rental Commissions	211,756	133,306	120,000	128,600	128,600
Advertising Commissions	13,268	20,897	12,000	28,000	28,000
Miscellaneous	4,185	13,442	3,000	39,090	3,000
Total Terminal Revenue	<u>746,314</u>	<u>668,150</u>	<u>820,825</u>	<u>918,971</u>	<u>1,040,981</u>
Transfers In					
Capital Project Fund	-	105,651	-	881,161	-
Airport Land Trust Fund	928,251	969,922	1,012,722	1,025,736	1,076,665
Total Transfers In	<u>928,251</u>	<u>1,075,573</u>	<u>1,012,722</u>	<u>1,906,897</u>	<u>1,076,665</u>
Total Revenues	<u>3,621,062</u>	<u>3,900,127</u>	<u>2,800,339</u>	<u>6,648,612</u>	<u>3,221,854</u>
Expenditures					
Airport Terminal	565,649	606,123	617,684	646,870	643,318
Airport Airfield	1,734,691	1,860,679	1,893,217	1,952,795	2,076,420
Airport Administration	299,665	340,709	337,960	3,067,718	345,156
Airport Other Buildings and Areas	186,741	181,398	189,457	186,242	183,296
Airport Training Facility	26,551	29,487	54,140	56,999	74,281
Total Expenditures	<u>2,813,297</u>	<u>3,018,396</u>	<u>3,092,458</u>	<u>5,910,624</u>	<u>3,322,471</u>
Transfers					
Transfer to Capital Projects	799,875	2,131,758	685,000	685,000	428,125
Transfer to General Fund	-	-	-	-	-
Total Transfers	<u>799,875</u>	<u>2,131,758</u>	<u>685,000</u>	<u>685,000</u>	<u>428,125</u>
Total Expenditures & Transfers	3,613,172	5,150,154	3,777,458	6,595,624	3,750,596
Contribution To/(From) Fund Balance:	7,890	(1,250,027)	(977,119)	52,988	(528,742)
Projected Lapse (6%)	-	-	120,915	2,938,172	126,304
Adjusted (Deficit)/Surplus			(856,204)	2,991,160	(402,438)
Beginning Fund Balance	3,515,229	3,523,119	3,242,913	2,273,092	5,264,252
Ending Fund Balance	<u>\$ 3,523,119</u>	<u>\$ 2,273,092</u>	<u>\$ 2,386,709</u>	<u>\$ 5,264,252</u>	<u>\$ 4,861,814</u>

City of Kenai
Fiscal Year 2023 Operating Budget

Airport Fund Summary by Line Item

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Proposed FY2023	Increase (Decrease) FY2022 Original	% Change
Salaries and Benefits								
0100	Salaries	\$ 512,949	\$ 492,512	\$ 532,353	\$ 527,354	\$ 541,649	\$ 9,296	1.75%
0200	Overtime	26,607	30,069	26,976	26,976	37,003	10,027	37.17%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	35,271	16,147	21,243	21,243	12,795	(8,448)	(39.77%)
0400	Medicare	8,195	7,789	8,418	8,418	8,576	158	1.88%
0450	Social Security	1,576	1,659	670	670	1,461	791	118.06%
0500	PERS	158,215	139,417	165,161	165,161	137,608	(27,553)	(16.68%)
0600	Unemployment Insurance	680	1,244	2,903	2,903	2,956	53	1.83%
0700	Workers Compensation	10,020	9,807	10,316	10,316	8,855	(1,461)	(14.16%)
0800	Health & Life Insurance	147,706	124,246	159,523	159,523	172,285	12,762	8.00%
0900	Supplemental Retirement	8,210	9,181	9,679	9,679	9,768	89	0.92%
Total Salaries & Benefits		\$ 909,429	\$ 832,071	\$ 937,242	\$ 932,243	\$ 932,956	\$ (4,286)	(0.46%)
Maintenance and Operations								
2021	Office Supplies	1,094	933	1,300	1,300	1,300	-	-
2022	Operating & Repair Supplies	218,781	187,968	193,200	247,000	263,700	70,500	36.49%
2024	Small Tools/Minor Equipment	36,071	14,777	27,900	32,900	15,780	(12,120)	(43.44%)
2026	Computer Software	1,688	2,409	1,650	1,650	7,605	5,955	360.91%
4531	Professional Services	33,568	24,168	18,335	25,119	23,035	4,700	25.63%
4532	Communications	14,438	15,366	11,265	11,265	14,788	3,523	31.27%
4533	Travel & Transportation	3,866	10,947	23,980	23,980	32,755	8,775	36.59%
4534	Advertising	8,237	7,512	8,950	8,950	7,800	(1,150)	(12.85%)
4535	Printing & Binding	2,624	2,335	2,875	2,875	2,800	(75)	(2.61%)
4536	Insurance	101,268	94,064	111,577	116,295	130,403	18,826	16.87%
4537	Utilities	407,041	382,518	484,517	484,517	433,767	(50,750)	(10.47%)
4538	Repair & Maintenance	173,780	175,937	183,957	207,062	207,782	23,825	12.95%
4539	Rentals	2,975	9,428	6,950	6,950	2,450	(4,500)	(64.75%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	84	-	-	-	-	-
4667	Dues & Publications	360	458	360	360	900	540	150.00%
4999	General Contingency	-	-	-	2,648,167	-	-	-
5041	Miscellaneous	491	787	1,200	1,200	1,250	50	4.17%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	81,591	-	-	-
Total Maint. and Operations		\$ 1,006,282	\$ 929,691	\$ 1,078,016	\$ 3,901,181	\$ 1,146,115	\$ 68,099	6.32%
Capital Outlay & Transfers								
8061	Land	24,491	17,298	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,171	-	-	-	-	-
8064	Machinery & Equipment	3,594	20,046	-	-	26,000	26,000	-
9090	Transfers	3,206,358	2,102,250	1,762,200	1,762,200	1,645,525	(116,675)	(6.62%)
Total Capital Outlay and Transfers		\$ 3,234,443	\$ 2,140,765	\$ 1,762,200	\$ 1,762,200	\$ 1,671,525	\$ (90,675)	(5.15%)
Department Total:		\$ 5,150,154	\$ 3,902,527	\$ 3,777,458	\$ 6,595,624	\$ 3,750,596	\$ (26,862)	(0.71%)

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 – Airport Fund
Department: 461 – Airport Terminal

Mission

Provide high quality, safe air travel services for the citizens of the Kenai Peninsula and visitors through services and facilities.

Functions & Responsibilities

Airport Administration is responsible for general management, regulatory compliance, and development of the airport.

Organizational Chart



**The Organizational Chart depicts Airport exclusive employees and does not include employees from other departments which are allocated to the Airport and the supervision of those employees is performed outside of the Airport.*

Staffing

Position Title	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Requested FY23		Projected FY24	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Administrative Assistant II	.33	14	.33	14	.33	14	.33	14	.33	14	.33	14
Building Maintenance Lead Technician	.17	18	.17	18	.17	19	.17	19	.17	19	.17	19
Building Maintenance Technician	.17	17	.17	17	.17	17	.17	17	.17	17	.17	17
Airport Operations Specialist (2)t	1	16	1	16	1	16	1	16	1	16	1	16

Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Requested FY23	Projected FY24
Administrative Assistant II	14	4	22	9	-	-
Building Maintenance Lead Technician	10	1	5	5	6	6
Building Maintenance Technician	5	-	5	5	2	2
Airport Operations Specialist (2)	66	33	66	74	-	-

Performance Measures

Calendar Year	2018	2019	2020	2021	2022*
Enplanements	92,127	95,004	32,431	67,844	74,628
Percent Change from Previous Year	▼ 2%	▲ 3%	▼ 66%	▲ 109%	▲ 10%
Percentage of tenant areas leased	84%	84%	87%	87%	100%

*Projected Figures based on year-to-date information.

FY22 Department Goals Evaluation

Encourage and promote safe and economical travel through the Kenai Airport in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life to ensure that Kenai is a community where people are safe, Goal 4 – Public Improvements and Services to provide adequate public improvement services in Kenai, and Goal 5 – Provide transportation systems that are efficient and adequate to serve the regional needs of the community.

1. Design terminal Landscaping Project
 - *Not Achieved. Included in FY23 Capital Improvement Plan.*
2. Upgrade vehicle parking lot pavement, striping, lighting, signage, and fencing
 - *Not Achieved. Project is being pushed back to FY2026 in the City's Capital Improvement Program until such time as revenue stream improves from the COVID-19 pandemic.*
3. Service Quality – Customer Satisfaction
 - *Achieved. Terminal rehabilitation has greatly improved the customer experience in the terminal building; aesthetically, seating, mechanical, and electrical.*
4. Market vacant in-terminal tenant areas to 100% capacity
 - *Not Achieved.*

FY23 Department Goals

1. Issue RFP for:
 - Car Rental Agreement
 - Restaurant
 - Bar & Lounge
 - Gift Shop
2. Complete Terminal Landscaping
3. Complete Terminal Parking Signage/Wayfinding Replacement
4. In-terminal tenant area capacity leased to 100%

Future Considerations

The terminal parking lot is reaching the end of its useful life. Reconstruction will be costly and is not eligible for AIP Grant Funding.

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund
Department: Airport Terminal

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Proposed FY2023	Increase (Decrease) FY2022 Original	% Change
Salaries and Benefits								
0100	Salaries	\$ 111,099	\$ 106,234	\$ 112,682	\$ 112,682	\$ 107,335	\$ (5,347)	(4.75%)
0200	Overtime	2,317	3,247	5,347	5,347	9,089	3,742	69.98%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	898	582	5,298	5,298	2,672	(2,626)	(49.57%)
0400	Medicare	1,620	1,574	1,788	1,788	1,727	(61)	(3.41%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	39,389	32,131	35,539	35,539	28,862	(6,677)	(18.79%)
0600	Unemployment Insurance	144	189	616	616	595	(21)	(3.41%)
0700	Workers Compensation	2,673	2,567	2,937	2,937	2,330	(607)	(20.67%)
0800	Health & Life Insurance	41,249	33,880	44,549	44,549	48,113	3,564	8.00%
0900	Supplemental Retirement	2,390	2,582	2,505	2,505	2,505	-	-
Total Salaries & Benefits		\$ 201,779	\$ 182,986	\$ 211,261	\$ 211,261	\$ 203,228	\$ (8,033)	(3.80%)
Maintenance and Operations								
2021	Office Supplies	471	387	500	500	500	-	-
2022	Operating & Repair Supplies	17,730	15,835	15,600	15,600	19,400	3,800	24.36%
2024	Small Tools/Minor Equipment	1,794	864	-	-	600	600	-
2026	Computer Software	167	33	-	-	2,000	2,000	-
4531	Professional Services	200	2,116	500	5,499	500	-	-
4532	Communications	792	812	1,247	1,247	3,851	2,604	208.82%
4533	Travel & Transportation	405	923	1,575	1,575	1,650	75	4.76%
4534	Advertising	647	667	1,000	1,000	1,000	-	-
4535	Printing & Binding	491	584	750	750	800	50	6.67%
4536	Insurance	9,172	9,452	10,028	11,110	13,265	3,237	32.28%
4537	Utilities	158,101	149,020	159,923	159,923	169,649	9,726	6.08%
4538	Repair & Maintenance	142,360	135,413	144,400	167,505	143,475	(925)	(0.64%)
4539	Rentals	-	2,422	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	175	61	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 332,505	\$ 318,589	\$ 335,523	\$ 364,709	\$ 356,690	\$ 21,167	6.31%
Capital Outlay & Transfers								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	3,039	5,333	-	-	-	-	-
9090	Transfers Out	68,800	383,064	70,900	70,900	333,400	262,500	370.24%
Total Capital Outlay and Transfers		\$ 71,839	\$ 388,397	\$ 70,900	\$ 70,900	\$ 333,400	\$ 262,500	370.24%
Department Total:		\$ 606,123	\$ 889,972	\$ 617,684	\$ 646,870	\$ 893,318	\$ 275,634	44.62%

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund
Department:- 61 - Airport Terminal

2022 Operating & Repair Supplies. Janitorial supplies, generator fuel, and other general operating supplies for operation of the terminal, including flowers, pay station supplies, and parking permits/violations.

4538 Repair & Maintenance. Professional services for repair and maintenance of the terminal including janitorial and security services. Annual mechanical, AED and fire systems inspections. Window washing, elevator repairs, parking machine monitoring and annual warranty, flight monitor systems 'cloud' services and website link, and kitchen hood cleaning.

2024 Small Tools & Minor Equipment. Replacement iPad.

9090 Transfers Out. Central administration charges from General Fund \$83,400. Terminal Landscaping \$100,000, Terminal Surveillance Camera/Ops Access Control \$150,000.

**City of Kenai
Fiscal Year 2023 Operating Budget**

**Fund 008 – Airport Fund
Department: 461 – Airport Terminal**

Mission

Provide high quality, safe air travel services for the citizens of the Kenai Peninsula and visitors through services and facilities.

Functions & Responsibilities

Airport Administration is responsible for general management, regulatory compliance, and development of the airport.

Organizational Chart



**The Organizational Chart depicts Airport exclusive employees and does not include employees from other departments which are allocated to the Airport and the supervision of those employees is performed outside of the Airport.*

Staffing

Position Title	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Requested FY23		Projected FY24	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Administrative Assistant II	.33	14	.33	14	.33	14	.33	14	.33	14	.33	14
Building Maintenance Lead Technician	.17	18	.17	18	.17	19	.17	19	.17	19	.17	19
Building Maintenance Technician	.17	17	.17	17	.17	17	.17	17	.17	17	.17	17
Airport Operations Specialist	1	16	1	16	1	16	1	16	1	16	1	16

Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Requested FY23	Projected FY24
Administrative Assistant II	14	4	22	9	0	0
Building Maintenance Lead Technician	10	1	5	5	6	6
Building Maintenance Technician	5	0	5	5	2	2
Airport Operations Specialist	66	33	66	74	-	-

Performance Measures

CY	2018	2019	2020	2021	2022
Hazing Activity	87	129	86	93	165
Bird Strikes	1	0	0	0	0
Letters of Correction (LOC)	1	1	0*	0*	2

*NO FAA Certification Inspection due to COVID-19

FY22 Department Goals Evaluation

The following goals support the Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 5 – Transportation: Provide transportation systems that are efficient and adequate to serve the regional needs of the community:

1. Replace AIP Snow Removal Equipment (SRE) – 30-year old snow blower.
 - The replacement snow blower was ordered in June 2021 it is scheduled to arrive in May 2022.
2. Perform crack sealing of runways/taxiways, apron areas to extend pavement life expectancy. Grant assurances 11 & 19.
 - Apron crack sealing, seal coat, and marking is slated for summer of 2022.
3. Perform airfield marking to meet 49 CFR Marking standards Grant assurances 11 & 19.
 - Airfield marking is not eligible for AIP Grant Funding within three years of pavement rehabilitation.
4. Receive no letters of correction related to airport operations.
 - ENA received two minor letters of correction. One was promptly corrected. The second was partially corrected and is expected to be corrected in the spring of 2022.

FY23 Department Goals

1. Improve tenant airfield access.
2. Develop more snow storage.

Future Considerations

The FAA has made a final determination when airfield marking is AIP eligible: every 3-years unless related to a construction project and/or marking change. Marking will be the responsibility of the Airport budget when necessary to meet the specifications of 49 CFR 139.311 outside of the 3-year window.

The leasing of vacant airport property has reduced snow storage space requiring the airport to consider alternatives to historical snow removal operations.

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City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund
Department: Airport Airfield

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Proposed FY2023	Increase (Decrease) FY2022 Original	% Change
Salaries and Benefits								
0100	Salaries	\$ 220,180	\$ 207,812	\$ 216,969	\$ 211,970	\$ 222,446	\$ 5,477	2.52%
0200	Overtime	24,002	25,771	19,712	19,712	26,354	6,642	33.70%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	5,758	7,300	7,300	5,140	(2,160)	(29.59%)
0400	Medicare	3,460	3,393	3,538	3,538	3,682	144	4.07%
0450	Social Security	1,576	1,560	670	670	1,461	791	118.06%
0500	PERS	63,190	56,667	68,012	68,012	55,837	(12,175)	(17.90%)
0600	Unemployment Insurance	306	737	1,221	1,221	1,269	48	3.93%
0700	Workers Compensation	6,009	5,814	5,858	5,858	5,276	(582)	(9.94%)
0800	Health & Life Insurance	49,400	43,686	53,352	53,352	57,620	4,268	8.00%
0900	Supplemental Retirement	2,927	3,243	3,000	3,000	3,000	-	-
Total Salaries & Benefits		\$ 371,050	\$ 354,441	\$ 379,632	\$ 374,633	\$ 382,085	\$ 2,453	0.65%
Maintenance and Operations								
2021	Office Supplies	359	295	500	500	500	-	-
2022	Operating & Repair Supplies	179,733	147,527	150,200	209,000	221,700	71,500	47.60%
2024	Small Tools/Minor Equipment	33,833	13,633	27,380	29,521	14,620	(12,760)	(46.60%)
2026	Computer Software	1,127	1,114	1,230	1,230	3,125	1,895	154.07%
4531	Professional Services	15,896	8,063	2,235	2,235	16,935	14,700	657.72%
4532	Communications	7,955	8,461	7,230	7,230	7,698	468	6.47%
4533	Travel & Transportation	1,725	4,510	2,900	2,900	13,900	11,000	379.31%
4534	Advertising	1,497	680	500	500	500	-	-
4535	Printing & Binding	1,080	910	975	975	1,000	25	2.56%
4536	Insurance	85,980	81,532	94,765	98,401	110,729	15,964	16.85%
4537	Utilities	187,460	174,297	255,295	255,295	208,403	(46,892)	(18.37%)
4538	Repair & Maintenance	24,710	26,090	21,100	21,100	25,850	4,750	22.51%
4539	Rentals	1,525	4,770	3,075	3,075	1,075	(2,000)	(65.04%)
4540	Equip. Fund Prmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	149	78	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 543,029	\$ 471,960	\$ 567,885	\$ 632,462	\$ 626,535	\$ 58,650	10.33%
Capital Outlay & Transfers								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,171	-	-	-	-	-
8064	Machinery & Equipment	-	12,227	-	-	6,000	6,000	-
9090	Transfers Out	2,301,600	1,211,805	1,630,700	1,630,700	1,239,925	(390,775)	(23.96%)
Total Capital Outlay and Transfers		\$ 2,301,600	\$ 1,225,203	\$ 1,630,700	\$ 1,630,700	\$ 1,245,925	\$ (384,775)	(23.60%)
Department Total:		\$ 3,215,679	\$ 2,051,604	\$ 2,578,217	\$ 2,637,795	\$ 2,254,545	\$ (323,672)	(12.55%)

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund
Department:- 62 - Airport Airfield

2022 Operating & Repair Supplies. Supplies including fuel, brooms, runway lights, urea, potassium acetate, nitrogen, wildlife hazing supplies, PPE's, carbide blades for grader, propane, diesel exhaust fluid, sand and miscellaneous operating supplies.

2024 Small Tools & Minor Equipment. Includes 4 computer replacements, KFD structural gear (2 sets), radios, replace two mattresses and diagnostic equipment for new snow broom/blower.

4531 Professional Services. Annual stormwater permit, pre-employment tests and other professional services.

4538 Repairs and Maintenance. Annual calibrations, fire testing, boiler and mechanical inspections and service agreements. Includes miscellaneous contractor repairs.

4539 Rentals. Annual Air Faire table/chair and tent rental.

8064 Machinery & Equipment. Airport Operations Building Gate Operator replacement.

9090 Transfers Out. Central administrative charges, \$1,061,800 from General Fund including general administration, Runway Rehabilitation Project Design \$96,875, ENA Broom Replacement \$62,500 and Apron Crack Seal and Seal Coating \$18,750.

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 – Airport Fund
Department: 463 – Airport Administration

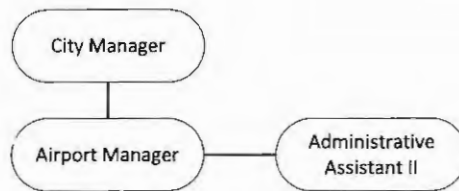
Mission

The primary mission of Kenai Municipal Airport is to be the commercial air transportation gateway to the Kenai Peninsula Borough and West Cook Inlet.

Functions & Responsibilities

Airport Administration is responsible for general management, regulatory compliance, and development of the airport.

Organizational Chart



Staffing

Position Title	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Requested FY23		Projected FY24	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Airport Manager	1	25	1	25	1	25	1	25	1	25	1	25
Administrative Assistant II	.67	14	.67	14	.67	14	.67	14	.67	14	.67	14

Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Requested FY23	Projected FY24
Airport Manager	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	11	2	14	19	19	19

Performance Measures

Calendar Year	2018	2019	2020	2021	2022*
Enplanements	92,127	95,004	32,431	67,844	74,628

*Projected Figures based on year-to-date information

Fiscal Year	2018	2019	2020	2021	2022**
Cost per Enplaned Passenger	\$ 8.08	\$ 9.10	\$ 10.90	\$ 12.53	N/A
Airline Rents & Leases	\$ 198,558	\$ 240,000	\$ 210,746*	\$ 249,665	\$ 201,462
Airline Landing Fees	\$ 389,230	\$ 285,000	\$ 191,030*	\$ 257,574	\$ 211,221
FAA Grant Offers (FY21)	\$ 10,619,995	\$ 5,771,020	\$ 3,869,258	\$ 2,220,201	\$ 2,175,398

*Reflects 5-month loss of revenue due to RAVN ceasing operations April 5, 202

**Year-to-date information.

FY22 Department Goals Evaluation

The following goals support City of Kenai Comprehensive Plan Goal 2 – Economic Development to support the fiscal health of Kenai, Goal 4 – Public improvements and services: Provide adequate public improvements and services in Kenai, and Goal 5 – Transportation: Provide transportation systems that are efficient and adequate to serve the regional needs of the community:

1. Market for a 121 Operator due to RAVN terminating operations April 5, 2020
 - *Achieved. Float Shuttle purchased RAVN Alaska and started air carrier service back into Kenai the end of November 2020. Resolution No. 2020-78.*
2. Achieve a five-year in-terminal lease for car rental agencies.
 - *Not Achieved. Car rental concession expired June 30, 2021. City Administration will bid in the Spring 2022 to be effective July 1, 2022.*
3. Achieve a five-year bar/lounge lease.
 - *Not Achieved. Bar/lounge concession agreement expired June 30, 2020; Resolution No. 2021-06 allows for the concession agreement to be on a month-to-month until such time the City determines the COVID-19 pandemic is behind us.*

FY23 Department Goals

1. Maintain a competitive cost per enplaned passenger. In 2021 the average Cost Per Enplaned Passenger (CPE) for non-hub commercial service airports was \$11.89.
2. Implement a passenger experience survey. Survey an average of three passengers per week.
3. Formalize the airport leasing process through online resources and collateral to make airport leasing easy to understand and provide potential lessees necessary support to streamline the process.
4. Garner seasonal interstate air service.

Future Considerations

Consider the diversity of the airport's revenue sources and pursue additional revenue opportunities.

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund
Department: Airport Administration

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Proposed FY2023	Increase (Decrease) FY2022 Original	% Change
Salaries and Benefits								
0100	Salaries	\$ 140,038	\$ 133,334	\$ 149,798	\$ 149,798	\$ 155,625	\$ 5,827	3.89%
0200	Overtime	148	563	907	907	503	(404)	(44.54%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	31,867	8,318	7,281	7,281	3,835	(3,446)	(47.33%)
0400	Medicare	2,464	2,149	2,291	2,291	2,320	29	1.27%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	42,864	39,652	45,377	45,377	38,705	(6,672)	(14.70%)
0600	Unemployment Insurance	176	243	790	790	800	10	1.27%
0700	Workers Compensation	336	424	397	397	335	(62)	(15.62%)
0800	Health & Life Insurance	41,249	33,726	44,549	44,549	48,113	3,564	8.00%
0900	Supplemental Retirement	2,399	2,500	2,500	2,500	2,500	-	-
Total Salaries & Benefits		\$ 261,541	\$ 220,909	\$ 253,890	\$ 253,890	\$ 252,736	\$ (1,154)	(0.45%)
Maintenance and Operations								
2021	Office Supplies	264	251	300	300	300	-	-
2022	Operating & Repair Supplies	445	613	400	400	600	200	50.00%
2024	Small Tools/Minor Equipment	444	280	520	520	560	40	7.69%
2026	Computer Software	394	1,262	420	420	480	60	14.29%
4531	Professional Services	95	344	600	600	600	-	-
4532	Communications	3,684	4,682	1,781	1,781	1,616	(165)	(9.26%)
4533	Travel & Transportation	1,677	5,502	4,505	4,505	2,205	(2,300)	(51.05%)
4534	Advertising	4,714	5,525	5,950	5,950	4,800	(1,150)	(19.33%)
4535	Printing & Binding	1,053	841	1,150	1,150	1,000	(150)	(13.04%)
4536	Insurance	6,116	3,080	6,784	6,784	6,409	(375)	(5.53%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	84	-	-	-	-	-
4667	Dues & Publications	360	458	360	360	900	540	150.00%
4999	Contingency	-	-	-	2,648,167	-	-	-
5041	Miscellaneous	167	598	700	700	750	50	7.14%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	81,591	-	-	-
Total Maint. and Operations		\$ 19,413	\$ 23,520	\$ 23,470	\$ 2,753,228	\$ 20,220	\$ (3,250)	(13.85%)
Capital Outlay & Transfers								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	555	2,486	-	-	-	-	-
9090	Transfers Out	106,027	203,861	60,600	60,600	72,200	11,600	19.14%
Total Capital Outlay and Transfers		\$ 106,582	\$ 206,347	\$ 60,600	\$ 60,600	\$ 72,200	\$ 11,600	19.14%
Department Total:		\$ 387,536	\$ 450,776	\$ 337,960	\$ 3,067,718	\$ 345,156	\$ 7,196	2.13%

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund
Department:- 63 - Airport Administration

2024 Small Tools/Minor Equipment. Two computer replacements.	4534 Advertising. Newspaper advertising of agendas, work sessions etc., tradeshow advertising, registration for GAG conference, and a portion of the Kenai Visitor Guide advertising.
4531 Professional Services. AIT domain, miscellaneous professional engineering and TSA clearance.	9090 Transfers Out. Central administrative charges from General Fund.
4533 Transportation. Digicast Subscription, NWAAAE conference, Great Alaska Gathering conference, AK DOT DBE Summit and miscellaneous travel.	

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 – Airport Fund
Department: 464 – Other Buildings & Areas

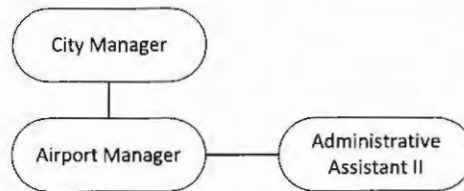
Mission

To encourage growth and development of lands by simplifying and streamlining processes to make the Kenai Municipal Airport and surrounding properties the best leasing environment of all the airports on the Kenai Peninsula.

Functions & Responsibilities

Airport Administration is responsible for general management, regulatory compliance, and development of the airport and airport lands.

Organizational Chart



**The Organizational Chart depicts Airport exclusive employees and does not include employees from other departments which are allocated to the Airport and the supervision of those employees is performed outside of the Airport.*

Staffing

Position Title	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Requested FY23		Projected FY24	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Planner/Planning Director	.30	21	.30	21	.30	21	.30	23	.30	23	.30	23
Building Maintenance Lead Technician	.17	17	.17	17	.17	17	.17	19	.17	19	.17	19
Building Maintenance Technician	.17	16	.17	16	.17	16	.17	17	.17	17	.17	17

Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Requested FY23	Projected FY24
City Planner/Planning Director	2	1	9	N/A	N/A	N/A
Building Maintenance Lead Technician	10	1	5	10	0	0
Building Maintenance Technician	5	0	5	10	0	0

Performance Measures – Airport Lands

FY	2018	2019	2020	2021	2022*
Airport Land Sale Permanent Fund (ALSPF)	\$24,592,355	\$25,138,086	\$25,631,649	\$30,434,755	\$30,980,525
Transfers into Airport Operations from ALSPF	\$1,210,348	\$1,203,690	\$928,251	\$969,922	\$1,025,736
Airport Fund Land Leases	\$ 691,152	\$ 570,675	\$563,293	\$504,665	\$512,254
Total # Airports Parcels	128	128	128	129	130
Leased Parcels – in Reserve	26	26	26	27	28
Leased Parcels – outside Reserve	12	12	12	12	10
Special Use Permits – inside the Reserve	7	7	7	8	7
Special Use Permits – outside Reserve	0	0	0	0	2

Performance Measures – Float Plane Basin

CY	2018	2019	2020	2021	2022*
Slips Available for Lease	20	20	20	20	20
Float Plane Slips Leased (tenants)	7	7	6	7	6
Slip Rental	\$ 600	\$ 800	\$ 740	\$ 340	\$ 600
Water Landings	806	694	600	602	675
Fuel Sold (Gallons)	4,336	6,524	2,063	2,647	3,892
Transient Parking Fees	\$ 200	\$ 120	\$ 100	\$ 130	\$ 140

* Projected 2022 Figures based on previous five-year average

FY22 Department Goals Evaluation

The following goals support the Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1: Quality of life; Goal 2: Provide economic development to support the fiscal health of Kenai; Goal 3 – Develop land use strategies to implement a forward-looking approach to community growth and development; Goal 4 – Provide adequate public improvements and Services in Kenai; and, Goal 5 – Transportation: Provide transportation systems that are efficient and adequate to serve the regional needs of the community:

1. Marketing of float plane basin slips and camping spots for float plane basin users.
 - *Achieved. Upgraded three camping spots for transient float plane traffic.*
2. Install an informational sign with walking map of Kenai with a link to businesses, cabs, parks, trails, etc.
 - *Achieved.*
3. Drain Float Plane Basin every winter to kill heavy aquatic weeds.
 - *Achieved.*
4. Market Airport and lease lot development for growth and development while supporting existing businesses.
 - *Achieved. Two leases were executed in Fall 2021. Two leasable lots remain.*

FY23 Department Goals

1. Drain Float Plane Basin every winter to kill heavy aquatic weeds.
2. Market float plane basin slips and camping spots for float plane users
3. Market Airport and lease lot development for growth and development while supporting existing businesses.

Future Considerations

The development of the North Airpark and Willow Street Extension will create additional leasable property. Completion of the City of Kenai Land Management Plan will provide guidance for the marketing and disposal of airport property.

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund
Department: Other Buildings and Areas

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Proposed FY2023	Increase (Decrease) FY2022 Original	% Change
Salaries and Benefits								
0100	Salaries	\$ 41,632	\$ 45,132	\$ 52,904	\$ 52,904	\$ 56,243	\$ 3,339	6.31%
0200	Overtime	140	488	1,010	1,010	1,057	47	4.65%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,506	1,489	1,364	1,364	1,148	(216)	(15.84%)
0400	Medicare	651	673	801	801	847	46	5.74%
0450	Social Security	-	99	-	-	-	-	-
0500	PERS	12,772	10,967	16,233	16,233	14,204	(2,029)	(12.50%)
0600	Unemployment Insurance	54	75	276	276	292	16	5.80%
0700	Workers Compensation	1,002	1,002	1,124	1,124	914	(210)	(18.68%)
0800	Health & Life Insurance	15,808	12,954	17,073	17,073	18,439	1,366	8.00%
0900	Supplemental Retirement	494	856	1,674	1,674	1,763	89	5.32%
Total Salaries & Benefits		\$ 75,059	\$ 73,735	\$ 92,459	\$ 92,459	\$ 94,907	\$ 2,448	2.65%
Maintenance and Operations								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	20,873	23,993	27,000	22,000	22,000	(5,000)	(18.52%)
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	2,000	2,000	-
4531	Professional Services	17,377	13,645	15,000	16,785	5,000	(10,000)	(66.67%)
4532	Communications	2,007	1,411	1,007	1,007	1,623	616	61.17%
4533	Travel & Transportation	59	12	-	-	-	-	-
4534	Advertising	1,379	640	1,500	1,500	1,500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	38,139	36,040	45,609	45,609	31,884	(13,725)	(30.09%)
4538	Repair & Maintenance	564	2,886	3,007	3,007	3,007	-	-
4539	Rentals	1,450	2,236	3,875	3,875	1,375	(2,500)	(64.52%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	50	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 81,848	\$ 80,913	\$ 96,998	\$ 93,783	\$ 68,389	\$ (28,609)	(29.49%)
Capital Outlay & Transfers								
8061	Land	24,491	17,298	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	20,000	20,000	-
9090	Transfers Out	729,931	166,573	-	-	-	-	-
Total Capital Outlay and Transfers		\$ 754,422	\$ 183,871	\$ -	\$ -	\$ 20,000	\$ 20,000	-
Department Total:		\$ 911,329	\$ 338,519	\$ 189,457	\$ 186,242	\$ 183,296	\$ (6,161)	(3.25%)

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund
Department:- 64 - Other Buildings & Areas

2022 Operating & Repair Supplies. Fuel for resale at the Airport's Float Plane Basin and other miscellaneous operating supplies.	4538 Repair & Maintenance. Boiler inspection, device registration and miscellaneous repairs.
4531 Professional Services. Appraisal fees, engineering and recording costs for the leasing of Airport land.	4539 Rentals. Cost of portapotties and excavator for slip maintenance.
4534 Advertising. Advertising for float plane basin and land brochures.	8064 Machinery & Equipment. Fixed Base Operations parking lot gate operator.

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 – Airport Fund
Department: 465 – Alaska Fire Training Facility

Mission

To be the premier aircraft and firefighting training facility for the State of Alaska.

Functions & Responsibilities

Airport Administration is responsible for general management, regulatory compliance, and development of the airport.

Staffing – Year to year management agreement.

Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Students	463	472	333	241	300
Class Trainings	86	69	42	35	40
Facility Repairs & Maintenance	\$ 12,620	\$ 13,455	\$ 4,455	\$ 3,127	\$ 3,500

ARFF Vehicle Repair & Maintenance

AP07 E-One 4x4	\$ 466	\$ 1,431	\$ 895	\$ 0	\$ 500
AP08 E-One 6x6	\$ 908	\$ 2,764	\$ 878	\$ 0	\$ 500
Generator (AP09)	N/A	N/A	\$ 75	\$ 50	\$ 50

**Projected Figures based on year-to-date information.*

Summer 2021 AP07 & AP08 sold in auction and New ARFF trucks acquired.

FY22 Department Goal Evaluations

The following goals support the Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1: Promote and encourage Quality of Life in Kenai, Goal 2 - Provide Economic Development to support the fiscal health of Kenai, Goal 3 - Land Use, and Goal 4 - Public Improvements and Services:

1. Ensure the Alaska Fire Training Facility provides instructors, equipment, and technology necessary to meet current and future aircraft rescue and fighting training requirements.
 - *Achieved. The rehabilitation project completed in 2020 has provided state-of-the-art modern training equipment that creates real-world scenarios. New 1,500 & 3,000-gallon ARFF vehicles will allow students hands-on familiarization with the ARFF truck they have at their home airports.*

FY23 Department Goals

1. Issue RFP for a long-term management agreement of the Alaska Fire Training Center that establishes:
 - a facility maintenance program.
 - a measurable goal to increase class/training participation at the facility.
 - trained, qualified, and motivated instructors for training programs that meet or exceed the requirements of the customer.
 - a program for accountability and efficiency with the available resources.
2. Ensure the Sponsor (City) has the obligated Sponsor share (6.25%) necessary for any FAA granting opportunities that arise.

Future Considerations

Long-range considerations should be given to the financial stability of the Alaska Regional Fire Training Center.

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund
Department: Airport Training Facility

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Proposed FY2023	Increase (Decrease) FY2022 Original	% Change
Salaries and Benefits								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
Total Salaries & Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Maintenance and Operations								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	2,859	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	15,000	15,000	15,000	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	23,341	23,161	23,690	23,690	23,831	141	0.60%
4538	Repair & Maintenance	6,146	11,548	15,450	15,450	35,450	20,000	129.45%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 29,487	\$ 34,709	\$ 54,140	\$ 56,999	\$ 74,281	\$ 20,141	37.20%
Capital Outlay & Transfers								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	136,947	-	-	-	-	-
Total Capital Outlay and Transfers		\$ -	\$ 136,947	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 29,487	\$ 171,656	\$ 54,140	\$ 56,999	\$ 74,281	\$ 20,141	37.20%

City of Kenai
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund
Department:- 65 - Airport Training Facility

4533 Travel & Transportation. Cost for two (2) City mechanics to attend the OSHKOSH Global Striker Chassis and Fire Fighting Systems Maintenance and Troubleshooting training class.

4538 Repair & Maintenance. Fire suppression system testing, elevator testing and maintenance, and other general maintenance items.



Kenai City Council - Regular Meeting

April 20, 2022 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

****Telephonic/Virtual Information on Page 3****

www.kenai.city

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED PUBLIC COMMENTS (*Public comment limited to ten (10) minutes per speaker*)

1. **Kenai Dog Park Friends**, Current Need and Future Expansion of the Kenai Dog Park, Committee Member Crystal Locke.

C. UNSCHEDULED PUBLIC COMMENTS (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

D. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3277-2022** – Accepting a Grant from the Federal Aviation Administration Under the Coronavirus Response and Relief Supplemental Appropriation Act, 2021 and Appropriating Funds into the Special Revenue Fund. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3278-2022** – Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing a Professional Services Agreement Amendment to Complete Design Phase Services for the Kenai Municipal Airport Runway Rehabilitation Project. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3279-2022** – Accepting and Appropriating a State of Alaska Grant Passed through the Southern Region EMS Council, Inc., for Three Scoop Stretchers, Three Adult Vacuum Splints and Three Pediatric Vacuum Splints. (Administration)
4. **ENACTED UNANIMOUSLY. Ordinance No. 3280-2022** – Accepting and Appropriating a Volunteer Fire Assistance Grant from the United States Department of Agriculture Forest Service Passed through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)
5. **ENACTED UNANIMOUSLY. Ordinance No. 3281-2022** – Accepting and Appropriating an American Rescue Plan Act Grant Passed through the State of Alaska Department of Health and Social Services for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)

6. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3282-2022** – Increasing Estimated Revenues and Appropriations in the Water and Sewer Special Revenue Fund and Wastewater Treatment Plant Improvements Capital Project Fund to Provide Supplemental Funding for the Sludge Press Replacement Project. (Administration)
7. **ENACTED UNANIMOUSLY. Ordinance No. 3283- 2022** – Authorizing a Budget Revision in the Airport Special Revenue Fund and Increasing Estimated Revenues and Appropriations in the Terminal Improvement Capital Project Fund for Design Services for the Terminal Landscaping Project. (Administration)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2022-23** – Authorizing the City Manager to Execute an Amendment to the City of Kenai’s Participation Agreement with the Public Employees’ Retirement System (PERS) to Remove the “Program or Project Employee” Category of Employees from Participation Effective July 1, 2022. (Administration)
9. **ADOPTED UNANIMOUSLY. Resolution No. 2022-24** – Authorizing a Construction Contract Award for the Mission Avenue Water Main Improvements Project. (Administration)
10. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2022-25** – Approving the Fifth Amendment to the City’s Airline Operating Agreement and Terminal Area Lease to Reduce Certain Insurance Requirements for Operators. (Administration)
11. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2022-26** – Authorizing the Use of Additional Land at the Daubenspeck Family Park for Expansion of the Dog Park. (Council Member Winger and Vice Mayor Glendening)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of April 6, 2022. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

1. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval - Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval - Purchase Orders Over \$15,000. (Administration)
3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/4/2022.** ***Ordinance No. 3284-2022** – Accepting and Appropriating Private Donations to the Kenai Animal Shelter for the Care of Animals. (Administration)
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/4/2022.** ***Ordinance No. 3285-2022** – Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)
5. **APPROVED UNANIMOUSLY. Action/Approval** – Consent to Assignment and Assumption of Lease Agreement, of Lot 5, Block 1, Gusty Subdivision Addition No. 1 Amended, to Forever Business Plaza, LLC. (Administration)
6. **APPROVED UNANIMOUSLY. Action/Approval** – Special Use Permit to Laser Art Alaska, LLC for a four-month term from May 1, 2022 through August 31, 2022 (Administration)
7. **WORK SESSION SCHEDULED FOR 5/14/2022. Discussion/Action** – Setting Budget Work Session Schedule. (Mayor Gabriel)

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Committee
7. Mini-Grant Steering Committee

I. REPORT OF THE MAYOR

J. ADMINISTRATION REPORTS

1. City Manager
2. City Attorney
3. City Clerk

K. ADDITIONAL PUBLIC COMMENT

1. Citizens Comments (*Public comment limited to five (5) minutes per speaker*)
2. Council Comments

L. EXECUTIVE SESSION

1. Possible Donation or Sale of Park View Subdivision Tract A, Kenai Peninsula Borough Parcel #04701018. Pursuant to AS 44.62.310(c)(1) a Matter of which the Immediate Knowledge may have an Adverse Effect Upon the Finance of the City.

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

1. Purchase Orders Between \$2,500 and \$15,000
2. Cook Inlet Regional Citizens Advisory Council - Update from the Board of Directors
3. Kenai Peninsula Borough 2022 Reapportionment Committee Final Report

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

Join Zoom Meeting

<https://us02web.zoom.us/j/85336877469>

Meeting ID: 853 3687 7469 **Passcode:** 983861

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 853 3687 7469 **Passcode:** 983861



Kenai City Council - Regular Meeting

May 04, 2022 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

**** Telephonic/Virtual Information on Page 3****

www.kenai.city

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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B. SCHEDULED PUBLIC COMMENTS (*Public comment limited to ten (10) minutes per speaker*)

1. Velda Geller, Kenai Senior Connections, 2022 Meals on Wheels Event.

C. UNSCHEDULED PUBLIC COMMENTS (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

D. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3284-2022** – Accepting and Appropriating Private Donations to the Kenai Animal Shelter for the Care of Animals. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3285-2022** – Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2022-27** – Approving the Execution of a Lease of Airport Reserve Lands Using the Standard Lease form Between the City of Kenai and Joel Caldwell on Lot 3, Block 4, FBO General Aviation Apron. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2022-28** – Authorizing an Agreement for Professional Engineering Services for the Roadway Capital Improvements Projects. (Administration)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of April 20, 2022. (City Clerk)
2. **APPROVED BY THE CONSENT AGENDA.** *Special Meeting of April 25, 2022. (City Clerk)

3. **APPROVED UNANIMOUSLY.** *Special Meeting of April 26, 2022. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

1. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval - Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval – Non-Objection to Liquor License Renewals for The Upper Deck. (City Clerk)
3. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval – Amending Employment Agreements between the City of Kenai and City Manager, Paul Ostrander and City Clerk, Michelle Saner. (Mayor Gabriel)
4. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval – Amending and Extending an Employment Agreement between the City of Kenai and City Attorney, Scott Bloom. (Mayor Gabriel)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/18/2022.** **Ordinance No. 3286-2022** – Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting a Grant from the US Department of Transportation Passed Through the State of Alaska Department of Transportation and Public Facilities for Traffic Enforcement Overtime Expenditures. (Administration)
6. **INTRODUCED AND REFERRED TO THE PLANNING AND ZONING COMMISSION FOR RECOMMENDATION/PUBLIC HEARING SET FOR 5/18/2022.** *Ordinance No. 3287-2022 – Conditionally Donating Certain City Owned Property Described as Tract A Park View Subdivision (KPB Parcel No. 047010118) to the Boys and Girls Club of the Kenai Peninsula for Development of Facilities for Youth Sports, Recreation, Education, After School Care and Other Youth Activities. (Mayor Gabriel and Council Member Baisden)
7. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/18/2022.** *Ordinance No. 3288-2022 – Accepting and Appropriating a Scholarship from the Alaska Association of Municipal Clerks for Employee Travel and Training. (City Clerk)
8. **APPROVED UNANIMOUSLY. Action/Approval** – Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage. (Administration)
9. **APPROVED UNANIMOUSLY. Action/Approval** – Amending the Special Use Permit to State of Alaska, Department of Natural Resources, Division of Forestry for Aeronautical and/or Aviation Related Activities. (Administration)
10. **Discussion** – Public Meetings and Video Conferencing (Council Member Pettey)
11. **Discussion** – Disposal Options for Tract A Park View Subdivision (KPB Parcel No. 047010118) (Administration)
12. **BOARD OF ADJUSTMENT SCHEDULED FOR 5/31/2022. Discussion** – Scheduling a Board of Adjustment Appeal Hearing. (City Clerk)

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging
2. Airport Commission

3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
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L. EXECUTIVE SESSION

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

1. Purchase Orders Between \$2,500 and \$15,000

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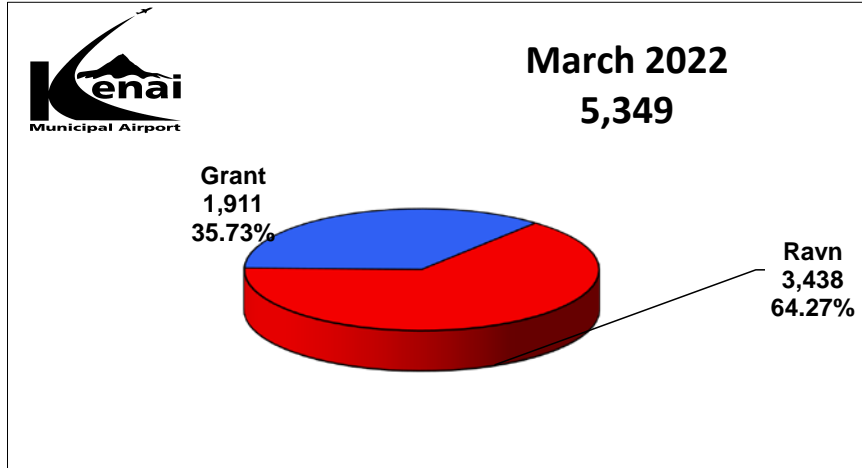
Meeting ID: 879 3644 0018 **Passcode:** 551912

OR

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Meeting ID: 879 3644 0018 **Passcode:** 551912

March
Enplanement Report



Month	RAVN ALASKA	GRANT AVIATION	Total 2022	2021	Change from 2021
January	2,882	1,764	4,646	3,389	1,257
February	3,122	1,573	4,695	3,112	1,583
March	3,438	1,911	5,349	4,127	1,222
April			0	4,035	
May			0	4,464	
June			0	5,953	
July			0	9,259	
August			0	10,035	
September			0	6,500	
October			0	5,596	
November			0	5,803	
December			0	5,571	
Totals	9,442	5,248	14,690	67,844	4,062

Terminal - Vehicle Parking Revenues

March		FY21 Total	
FY21	\$11,315	FY21 Total	\$109,923
FY22	\$18,532	FY22 YTD	\$149,103

