

**KENAI AIRPORT COMMISSION
REGULAR MEETING
NOVEMBER 10, 2022 – 6:00 P.M.
KENAI MUNICIPAL AIRPORT CONFERENCE ROOM
305 N. WILLOW ST., 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. September 8, 2022Pg. 3
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
 - a. **Discussion/Recommendation** – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan.....Pg. 6
 - b. **Discussion** – Lease Lot Availability
7. **REPORTS**
 - a. Airport Manager
 - b. City Council LiaisonPg. 8
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – December 8, 2022
9. **COMMISSIONER COMMENTS AND QUESTIONS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION ITEMS**
 - a. August 2022 Enplanements.....Pg. 14
 - b. September 2022 Enplanements.....Pg. 15
12. **ADJOURNMENT**

Join Zoom Meeting

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Meeting ID: 873 4478 6814 **Password:** 239754

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MEGHAN -- 283-8231 OR, ERICA -- 283-8281

**KENAI AIRPORT COMMISSION
REGULAR MEETING
SEPTEMBER 8, 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, P. Minelga, D. Pitts, J. Caldwell, J. Zirul,
J. Daily (via Zoom; unable to vote due to technical issues)

Commissioners Absent: J. Bielefeld

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

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Zirul **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. August 11, 2022

It was noted that the summary showed Commissioner Pitts as absent when he had been present for the meeting, and that the word “enplanements” was misspelled under the Manager’s Report.

MOTION:

Commissioner Zirul **MOVED** to approve the meeting summary of August 11, 2022 with the noted corrections. Commissioner Pitts **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

a. Discussion/Recommendation – Recommending the Kenai City Council Approve a

Special Use Permit to Corvus Airlines, Inc. d/b/a Ravn Alaska LLC for 1,200 Square Feet of Warm Storage of a De-Ice Vehicle.

MOTION:

Commissioner Zirul **MOVED** to recommend Council approve a Special Use Permit to Corvus Airlines, Inc. d/b/a Ravn Alaska. Commissioner Pitts **SECONDED** the motion.

It was noted that this was a standard Special Use Permit, and was beneficial to the airport as well as Ravn Alaska.

UNANIMOUS CONSENT was requested.

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

- b. **Discussion/Recommendation** – Recommending the Kenai City Council Adopt Resolution No. 2022-XX - Amending the Kenai Municipal Airport (ENA) Aircraft Parking Fees Effective June 1, 2022.

MOTION:

Commissioner Caldwell **MOVED** to recommend Council adopt a resolution amending the Kenai Municipal Airport Aircraft Parking Fees. Commissioner Zirul **SECONDED** the motion.

Clarification was provided that the resolution amended the rates and fees to accommodate aircraft using apron parking for short turnaround time.

UNANIMOUS CONSENT was requested.

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

- c. **Discussion/Recommendation** – Recommending the Kenai City Council Enact Ordinance No. 3311-2022 - Determining that Real Property Described as Lot 5, Block 1, Gusty Subdivision Addition No. 1, According to Plat No. 83-126 KRD, City-Owned Airport Land Located Outside the Airport Reserve, is not Needed for a Public Purpose, Waiving KMC 22.05.095 Methods of Sale or Disposal and Authorizing the Sale of the Property to Aaron Swanson DBA As Forever Business Plaza LLC.

Chair Feeken declared a conflict of interest, stating that Aaron Swanson is a client of hers; she recused herself from voting.

MOTION:

Commissioner Caldwell **MOVED** to recommend Council enact Ordinance No. 3311-2022. Commissioner Zirul **SECONDED** the motion.

Clarification was provided that this property is located on the Kenai Spur Highway where an old car wash is located.

VOTE:

YEA: Minelga, Zirul, Caldwell, Pitts
NAY: None.

MOTION PASSED UNANIMOUSLY.

- d. **Discussion/Recommendation** –Recommending the Kenai City Council Enact Ordinance No. 3312-2022 - Determining Lot 4, Block 1, Gusty Subdivision Addition No. 1 Amended is not Needed for a Public Purpose and Approving the Execution of a Lease with an Option to Purchase between the City of Kenai and Aaron Swanson for the Property.

Chair Feeken declared a conflict of interest, stating that Aaron Swanson is a client of hers; she recused herself from voting.

MOTION:

Commissioner Caldwell **MOVED** to recommend Council enact Ordinance No. 3312-2022. Commissioner Zirul **SECONDED** the motion.

Clarification was provided that this property is adjacent to the lot in Ordinance No. 3311-2022. A new lease form will be used, because the lessee is looking to purchase the property.

VOTE:

YEA: Minelga, Zirul, Caldwell, Pitts

NAY: None.

MOTION PASSED UNANIMOUSLY.

7. REPORTS

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

- Parking Revenue continues to grow; August is up 32%.
- My Alaskan Gifts did well; 20% of gross sales; further financial information provided.
- There will be a resolution going before Council for spruce beetle mitigation.
- ENA received new broom/blower this week.
- Upcoming projects and grant funding.

b. **City Council Liaison** – Council Member Baisden reminded the Commission about the upcoming work session.

8. NEXT MEETING ATTENDANCE NOTIFICATION – October 13, 2022

9. COMMISSIONER COMMENTS AND QUESTIONS – None.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

a. July 2022 Enplanement Report

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:27 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Director of Public Works
DATE: November 3, 2022
SUBJECT: Airport Commission Capital Projects Priorities List

The purpose of this memo is to provide direction and clarification to commissions in submission of Capital Projects for Council consideration. The attached list of projects specific to the Airport Commission only, is intended to verify the recommendations of the Airport Commission, and to establish a priority for one proposed project over another. This list will then be incorporated into the “Draft” Capital Improvement Plan 2024-2028 which will highlight all project priorities from all Departments within the City.

For this evening’s commission meeting please verify the attached list meets the intentions of the Airport Commission and make the following motion:

Motion

“I move to approve the Airport Commission Capital Improvement Projects Priority List for inclusion within the Draft FY2024-2028 Capital Improvement Plan.”

The Commission should understand this list does not mean these projects will be completed within the indicated years. They are a request to the Administration and Council for their consideration, and the ability of the City to complete them will be subject to available funds. The Commission should expect that some or all of the projects may be moved with the overall CIP plan in an effort to provide the best chance for their completion. Some of them may be removed altogether, for reconsideration at a later date to allow others an opportunity to be funded.

I would like to say thank you to everyone for providing input toward the development of this plan. Your efforts insure our resources are directed toward meeting the needs of our community. I would like to encourage commission members to attend the annual Special Work Session where Council will be presented with and discussing the Capital Improvement Plan. The Commission’s support is respectfully requested.

Airport Commission Capital Projects					
Project Description	FY2024	FY2025	FY2026	FY2027	FY2028
Runway 2L/20R (Rehabilitation/Reconstruction)	\$23,785,655				
Terminal Elevator Major Maintenance	\$50,000				
ARFT Elevator Major Maintenance	\$50,000				
Taxiways A, C, K, L (Rehabilitation/Reconstruction)		\$11,188,362			
Aircraft Rescue Firefighting Vehicle (15 yr. MUL)		\$1,000,000			
TWY J and Willow St. Extension (EA/Survey/Design)		\$1,500,000			
Terminal Road and Parking Lot Improvements				\$6,500,000	
ARFT Fire Training Apparatus Repairs				\$100,000	
Airport Master Plan Update	\$750,000				
TWY J and Willow St. Extension (Construction)			\$10,000,000		
Float Plane Basin Phase 1					\$5,000,000
<i>Total Airport Fund</i>	\$24,635,655	\$13,688,362	\$10,000,000	\$6,600,000	\$5,000,000





Kenai City Council - Regular Meeting

October 19, 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. **RESULTS OF 10/4/2022 ELECTION CERTIFIED. Certification of the October 4, 2022 Election Results**
 - a. **Swearing in of Elected Officials.** *(The term of office for those elected during the October 4, 2022 Regular Election begins on Monday, October 24, 2022.)*
4. Agenda Approval
5. Consent Agenda *(Public comments 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 comments limited to ten (10) minutes per speaker)*

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

D. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3318-2022** – Renaming and Amending Kenai Municipal Code Chapter 7.30 Land Sale Permanent Funds to Establish the Kenai Senior Center Cone Memorial Trust and Directing All Proceeds Received as a Residual Beneficiary from the Tamara Diane Cone Testamentary Trust to be Deposited into such Fund. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3319-2022** - Increasing Estimated Revenues and Appropriations in the Kenai Bluff Erosion Capital Project Fund for Construction of the Kenai Bluff Stabilization Project. (Administration)
3. **ADOPTED WITHOUT OBJECTION. Resolution No. 2022-73** - Authorizing a Construction Contract Award for the Kenai Fire Department (KFD) Flooring Replacement Project. (Administration)

E. MINUTES

1. *Regular Meeting of October 5, 2022. (City Clerk)

F. UNFINISHED BUSINESS

1. **POSTPONED INDEFINITELY. Resolution No. 2022-64** - Approving the Renewal of a Lease Utilizing a Non-Standard Lease Form on Airport Reserve Lands Between the City of Kenai and the Federal Aviation Administration for the Automated Flight Service Station and Satellite Communication Network Facilities on Lot 7A-1 FBO Subdivision No. 5. (Administration) [**Clerk's Note:** *At the October 5, 2022 City Council Meeting, this Resolution was Postponed to this Meeting; a Motion to Adopt is on the Floor.*]

G. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Ordinance No. 3320-2022** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
3. **12/7/2022 CITY COUNCIL MEETING CANCELLED. Discussion** - Cancelling the December 7, 2022 City Council Meeting to Allow for Council Member Travel to Alaska Municipal League Conference. (Knackstedt)
4. **Discussion** – Supervisory Subcommittee Report on City Manager Recruitment. (Gabriel)
5. **JOINT WORK SESSION WITH KENAITZE INDIAN TRIBE SCHEDULED FOR 11/2/2022. Discussion** – Scheduling a Work Session with the Kenaitze Indian Tribe. (Administration)

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 COMMENTS

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

L. EXECUTIVE SESSION

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

1. Purchase Orders Between \$2,500 and \$15,000.
2. Kenaitze Indian Tribe Donation Letter

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

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Meeting ID: 811 5708 6559 **Passcode:** 683100



Kenai City Council - Regular Meeting

November 02, 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. **COUNCIL MEMBER JAMES BAISDEN ELECTED AS VICE MAYOR. Election of Vice Mayor**
5. Consent Agenda (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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

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

D. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3320-2022** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
2. **ADOPTED UNANIMOUSLY. Resolution No. 2022-74** - Establishing Dates for Regular Meetings of the City Council for 2023. (City Clerk)

E. MINUTES

1. *Regular Meeting of October 19, 2022. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Granting a Utility Easement to Homer Electric Association, Inc. within Lot 2, Block 5, General Aviation Apron Subdivision No. 1 Amended. (Administration)

3. **APPROVED UNANIMOUSLY, AND COUNCIL MEMBER KNACKSTEDT APPOINTED TO SUPERVISORY SUBCOMMITTEE.** Action/Approval - Mayoral Liaison Nominations for Appointment to Committees and Commissions. (Mayor Gabriel)
4. **GLENESE PETTEY APPOINTED TO COUNCIL ON AGING.** Action/Approval - Confirmation of Mayoral Nomination for Appointment to the Council on Aging. (Mayor Gabriel)
5. **JIM GLENDENING AND JOHN COSTON APPOINTED TO THE PLANNING & ZONING COMMISSION.** Action/Approval - Confirmation of Mayoral Nominations for Partial Term Appointments to the Planning and Zoning Commission. (Mayor Gabriel)
6. **DIANE FIKES AND JOHN COSTON REAPPOINTED TO THE PLANNING & ZONING COMMISSION.** Action/Approval - Confirmation of Mayoral Nominations for Appointments to the Planning and Zoning Commission for Terms Beginning January 1, 2023. (Mayor Gabriel)
7. **AUTHORITY GIVEN TO SUBCOMMITTEE TO RANK CANDIDATES.** Discussion - Employee Subcommittee Report on City Manager Recruitment. (Mayor Gabriel)
8. **JOINT WORK SESSION SCHEDULED FOR JANUARY 4, 2023.** Discussion - Rescheduling Joint Work Session with Kenaitze Indian Tribe. (Administration)

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 COMMENTS

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

L. EXECUTIVE SESSION

1. Review and Discussion of City Manager Interview Questions and Applicant Selection Process. *[AS 44.62.310(C)(3) matters which by law, municipal charter, or ordinance are required to be confidential.]*

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

1. DNR Notice of Public Scoping for Possible Regulations Regarding Derelict Vessels

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.

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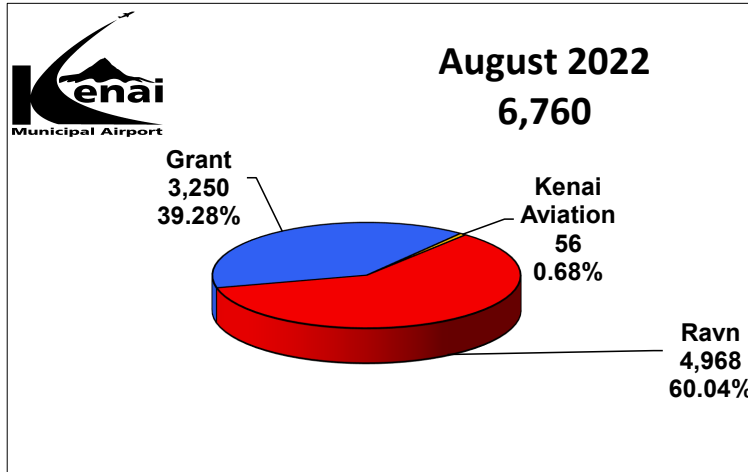
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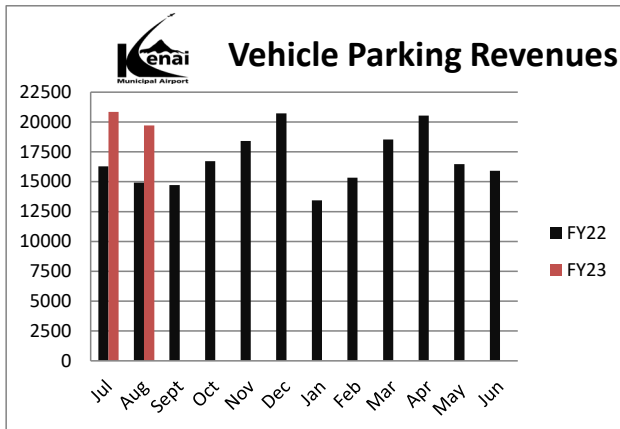
August Enplanement Report



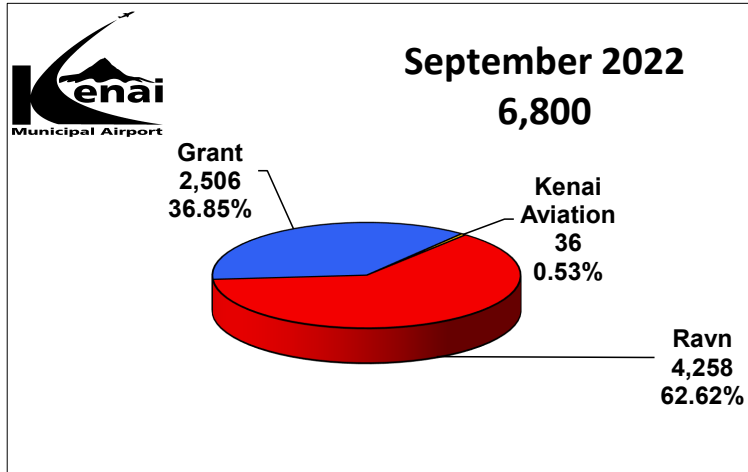
Month	RAVN ALASKA	GRANT AVIATION	Kenai Aviaiton	Total 2022	2021	Change from 2021
January	2,882	1,764		4,646	3,389	1,257
February	3,122	1,573		4,695	3,112	1,583
March	3,438	1,911		5,349	4,127	1,222
April	3,430	1,720		5,150	4,035	1,115
May	3,661	1,909	51	5,621	4,464	1,157
June	4,268	2,448	44	6,760	5,953	807
July	6,162	2,682	52	8,896	9,259	-363
August	4,968	3,250	56	8,274	10,035	-1,761
September				0	6,500	
October				0	5,596	
November				0	5,803	
December				0	5,571	
Totals	31,931	17,257	203	49,391	67,844	5,017

Terminal - Vehicle Parking Revenues

August			
FY21	\$14,924	FY22 Total	\$202,020
FY22	\$19,719	FY23 YTD	\$40,567



September
Enplanement Report



Month	RAVN ALASKA	GRANT AVIATION	Kenai Aviaiton	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	3,430	1,720		5,150	4,035	1,115
May	3,661	1,909	51	5,621	4,464	1,157
June	4,268	2,448	44	6,760	5,953	807
July	6,162	2,682	52	8,896	9,259	-363
August	4,968	3,250	56	8,274	10,035	-1,761
September	4,258	2,506	36	6,800	6,500	300
October				0	5,596	
November				0	5,803	
December				0	5,571	
Totals	36,189	19,763	239	56,191	67,844	5,317

Terminal - Vehicle Parking Revenues

September

FY22	\$14,714
FY23	\$17,848

FY22 Total	\$202,020
FY23 YTD	\$58,415

