

**KENAI AIRPORT COMMISSION
REGULAR MEETING
JANUARY 12, 2023 – 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. Election of Chair and Vice-Chair**
- d. 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. December 8, 2022Pg. 3

5. UNFINISHED BUSINESS

6. NEW BUSINESS

- a. **Discussion/Recommendation** – Establishing Rates & Fees at the Alaska Fire Training CenterPg. 5

7. REPORTS

- a. Airport Manager
- b. City Council LiaisonPg. 6

8. NEXT MEETING ATTENDANCE NOTIFICATION – February 9, 2023

9. COMMISSIONER COMMENTS AND QUESTIONS

10. ADDITIONAL PUBLIC COMMENT

11. INFORMATION ITEMS

- a. November 2022 Enplanements.....Pg. 13
- b. December 2022 Enplanements.....Pg. 14

12. ADJOURNMENT

Join Zoom Meeting

<https://us02web.zoom.us/j/89727241838>

Meeting ID: 897 2724 1838 **Password:** 546438

OR

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

Meeting ID: 897 2724 1838 **Password:** 546438

****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
DECEMBER 8, 2022 – 6:00 P.M.
KENAI MUNICIPAL AIRPORT CONFERENCE ROOM
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. Bielefeld,

Commissioners Absent: J. Zirul, J. Daily

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

A quorum was present.

c. Agenda Approval

Chair Feeken noted the following additions to the Packet:

Add item 11.b

Informational Items—

Ordinance XXXX-2022 - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing the Procurement of Airport Snow Removal Equipment.

MOTION:

Commissioner Caldwell **MOVED** to approve the agenda as revised. Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. September 8, 2022

MOTION:

Commissioner Bielefeld **MOVED** to approve the meeting summary of November 10, 2022 as written. Vice Chair Minelga **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 American Red Cross of Alaska for General Office Space on the

Second Floor of the Alaska Regional Fire Training Center.

MOTION:

Commissioner Bielefeld **MOVED** to recommend approval of a Special Use Permit to American Red Cross of Alaska for general office space on the second floor of the Alaska Regional Fire Training Center. Commissioner Caldwell **SECONDED** the motion.

Airport Manager Conway provided further information on the space to be utilized for the special use permit.

UNANIMOUS CONSENT was requested.

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

- b. **Discussion/Recommendation** – Recommending the Kenai City Council Approve a Special Use Permit to Jeffrey Bettis for Towed Vehicle Storage.

Airport Manager Conway reported that the location is on Airport Way, and was previously used as a tow/vehicle storage lot. He noted that Mr. Bettis owns Pro Tow.

UNANIMOUS CONSENT was requested.

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

7. REPORTS

- a. **Airport Manager** – Airport Manager Conway reported on the following:
 - A draft ordinance will go before the City Council on December 21, 2022 to appropriate funds to procure airport snow removal equipment.
 - Christmas Comes to Kenai Airport even will be at the Airport terminal on December 16, 2022 from 4:00-6:00 p.m.
- b. **City Council Liaison** – Council Member Knackstedt reported on the actions of the November 16, 2022 City Council meeting.

8. NEXT MEETING ATTENDANCE NOTIFICATION – January 12, 2023

9. COMMISSIONER COMMENTS AND QUESTIONS

Vice Chair Minelga wished everyone a Merry Christmas and Happy New Year.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

- a. October 2022 Enplanements

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:18 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 907-283-8281
 FAX 907-283-3737

Memo

To: Airport Commission
Through: Eland Conway – Airport Manager
From: Erica Brincefield – Assistant
Date: January 5, 2023
Subject: *Establishing Rates & Fees at the Alaska Fire Training Center*

The Airport is introducing new Rates & Fees for the use of Conference/Training Room Space inside the Alaska Fire Training Center, Training Props, and other Facilities. The proposed fees will be adopted into the FY23 City of Kenai Fee Schedule upon Council approval.

The airport is proposing the following rates and fees:

Space	Time	*Not for Profit Organization	*For Profit Organization	+*Commercial Activity
Room 104, 108, or 109	0-4 Hours	\$250	\$300	20% gross revenue
Room 104, 108, or 109	4-12 Hours	\$425	\$500	20% gross revenue
Room 108 and 109 combined	0-4 Hours	\$400	\$450	20% gross revenue
Room 108 and 109 combined	4-12 Hours	\$600	\$700	20% gross revenue

*Includes shared use of Breakroom, Tables, and Chairs

†Includes use of training props, out buildings, Project with Screen, and Podium. Excludes any consumables.

Rental Items	Fee
LCD Projector and Screen	\$50
Podium	\$50

Does Commission recommend Council Approve the established Rates & Fees at the Alaska Fire Training Center?



Kenai City Council - Regular Meeting

December 21, 2022 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

****Telephonic/Virtual Information on Page 4****

www.kenai.city

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. 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. **AMENDED BY SUBSTITUTE. Ordinance No. 3321-2022** - Repealing Kenai Municipal Code Sections 13.30.030- Night Parking Prohibited, 13.30.050- Signs Bearing the Legend, and 13.30.100- Parking Prohibited on Kenai Avenue, and Reenacting and Renaming Kenai Municipal Code 13.30.030- Street Parking Prohibitions, to Allow Greater Flexibility in Regulating Street Parking in the City. (Legal)
 - **ENACTED UNANIMOUSLY AS AMENDED. Substitute Ordinance No. 3321-2022** - Repealing Kenai Municipal Code Sections 13.30.030 - Night Parking Prohibited, 13.30.050 - Signs Bearing the Legend, and 13.30.095 - Parking Prohibited on Kenai Avenue, and Reenacting and Renaming Kenai Municipal Code 13.30.030 - Street Parking Prohibitions, to Allow Greater Flexibility in Regulating Street Parking in the City. (Legal)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3322-2022** - Increasing Estimated Revenues and Appropriations in the General Fund for Costs in Excess of Budgeted Amounts for Public Works Street Lighting Repairs and Maintenance. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3323-2022** - Accepting and Appropriating Grants from the U.S. Department of Homeland Security Passed Through the State of Alaska Department of Military and Veterans' Affairs for the Purchases of Public Safety Radios, Police In-Car Video Systems, and a Cyber Security Assessment. (Administration)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2022-78** - Commending the Kenai Central High School Girls as the Alaska Division 3A State Girls Volleyball Champions for the Year 2022. (Baisden)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2022-79** - Approving the Purchase of Motorola Mobile Radios for the Police and Fire Departments Under a Sole Source Purchase from Motorola Solutions Using NASPO Valuepoint Contract Pricing. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2022-80** - Authorizing the Purchase of Watchguard Police In-Car Video Systems Under a Sole Source Purchase from Motorola Solutions Using NASPO Valuepoint Contract Pricing. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2022-81** - Amending the City of Kenai Schedule of Rates, Charges and Fees by Adding a Fee for City League Basketball. (Administration)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2022-82** - Authorizing a Service Contract and Corresponding Purchase Order for the 2022 Community Wildfire Protection Plan Mitigation Project. (Administration)
9. **ADOPTED UNANIMOUSLY. Resolution No. 2022-83** - Requesting the Governor of the State of Alaska Declare an Economic Disaster for 2021 and 2022 for the Upper Cook Inlet East Side Set Net Fishery and Supporting a Recovery Plan. (Administration)

E. MINUTES

1. *Special Meeting of November 10, 2022. (City Clerk)
2. *Special Meeting of November 16, 2022. (City Clerk)
3. *Work Session of November 16, 2022. (City Clerk)
4. *Regular Meeting of November 16, 2022. (City Clerk)
5. *Special Meeting of November 22, 2022. (City Clerk)
6. *Special Meeting of November 28, 2022. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Special Use Permit to American Red Cross of Alaska for General Office Space at the Alaska Regional Fire Training Center. (Administration)
3. ***Action/Approval** - Special Use Permit to Alaska Sure Seal, Inc. for Snow Storage. (Administration)
4. ***Action/Approval** - Special Use Permit to Schillings Alaska, Inc. for Snow Storage. (Administration)
5. ***Ordinance No. 3324-2022** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing the Purchase of Airport Snow Removal Equipment. (Administration)
6. ***Ordinance No. 3325-2022** - Accepting and Appropriating Donations to the Kenai Community Library for the Purchase of Program Supplies and Equipment. (Administration)
7. ***Ordinance No. 3326-2022** - Increasing Estimated Revenues and Appropriations in the General Fund Parks, Recreation and Beautification Department, and Authorizing an Increase

to the Multi-Purpose Facility Management Services Purchase Order to Red Line Sports for Additional Ice Maintenance Services. (Administration)

8. ***Ordinance No. 3327-2022** - Increasing and Decreasing Estimated Revenues and Appropriations to Reallocate Grant Funds Previously Appropriated for Construction of a Pedestrian Bridge in the Kenai Municipal Park to Playground Equipment Replacement at the Softball Greenstrip. (Administration)
9. ***Ordinance No. 3328-2022** - Increasing Estimated Revenues and Appropriations in the Airport Snow Removal Equipment Capital Project Fund to Provide Supplemental Funding for the Kenai Municipal Airport's Snowblower and Increasing the Existing Purchase Order to Craig Taylor Equipment. (Administration)
10. ***Ordinance No. 3329-2022** - Increasing Estimated Revenues and Appropriations in the General and Visitor Center Improvement Capital Project Funds to Provide Supplemental Funding for the Roof Replacement Project. (Administration)
11. ***Ordinance No. 3330-2022** - Increasing Estimated Revenues and Appropriations in the General and Recreation Center Improvement Capital Project Funds to Provide Supplemental Funding for the Kenai Recreation Center Improvements Project. (Administration)
12. **APPROVED UNANIMOUSLY. Action/Approval** - Approving an Employment Agreement Between the City of Kenai and City Manager Terry Eubank. (City Council)
13. **APPROVED UNANIMOUSLY. Action/Approval** - Commission and Committee Appointments. (Administration)
14. **APPROVED UNANIMOUSLY. Action/Approval** - Authorizing the City Manager to Execute a Memorandum of Understanding between the Kenaitze Indian Tribe and the City of Kenai Fire Department. (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

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. CIRCAC Directors 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/84848663804>

Meeting ID: 848 4866 3804 **Passcode:** 378729

OR

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

Meeting ID: 848 4866 3804 **Passcode:** 378729



Kenai City Council - Regular Meeting

January 04, 2023 – 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 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. 3324-2022** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing the Purchase of Airport Snow Removal Equipment. (Administration)
2. **ENACTED AS AMENDED WITHOUT OBJECTION. Ordinance No. 3325-2022** - Accepting and Appropriating Donations to the Kenai Community Library for the Purchase of Program Supplies and Equipment. (Administration)
3. **ENACTED WITHOUT OBJECTION. Ordinance No. 3326-2022** - Increasing Estimated Revenues and Appropriations in the General Fund Parks, Recreation and Beautification Department, and Authorizing an Increase to the Multi-Purpose Facility Management Services Purchase Order to Red Line Sports for Additional Ice Maintenance Services. (Administration)
4. **ENACTED WITHOUT OBJECTION. Ordinance No. 3327-2022** - Increasing and Decreasing Estimated Revenues and Appropriations to Reallocate Grant Funds Previously Appropriated for Construction of a Pedestrian Bridge in the Kenai Municipal Park to Playground Equipment Replacement at the Softball Greenstrip. (Administration)
5. **ENACTED WITHOUT OBJECTION. Ordinance No. 3328-2022** - Increasing Estimated Revenues and Appropriations in the Airport Snow Removal Equipment Capital Project Fund to Provide Supplemental Funding for the Kenai Municipal Airport's Snowblower and Increasing the Existing Purchase Order to Craig Taylor Equipment. (Administration)

6. **ENACTED WITHOUT OBJECTION. Ordinance No. 3329-2022** - Increasing Estimated Revenues and Appropriations in the General and Visitor Center Improvement Capital Project Funds to Provide Supplemental Funding for the Roof Replacement Project. (Administration)
7. **ENACTED WITHOUT OBJECTION. Ordinance No. 3330-2022** - Increasing Estimated Revenues and Appropriations in the General and Recreation Center Improvement Capital Project Funds to Provide Supplemental Funding for the Kenai Recreation Center Improvements Project. (Administration)
8. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-01** - Adopting an Alternative Allocation Method for the FY23 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 14: Cook Inlet Area. (Administration)
9. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-02** - Adopting Goals to Guide the Preparation of the Fiscal Year 2024 Annual Budget. (Administration)

E. MINUTES

1. *Work Session of December 21, 2022. (City Clerk)
2. *Regular Meeting of December 21, 2022. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Non-Objection to the Renewal of a Golf Course-Seasonal Liquor License to Griffin Golf LLC. DBA: Kenai Golf Course - License 5788. (Clerk)
3. ***Action/Approval** - Non-Objection to the Transfer of Controlling Interest for a Beverage Dispensary and Restaurant Designation Permit Liquor License to G&P Inc., DBA: The White Moose - License 204. (Clerk)
4. ***Ordinance No. 3331-2023** - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting Grants from the United States Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of Ballistic Vests. (Administration)
5. **INTRODUCED AND REFERRED TO THE PLANNING & ZONING COMMISSION, AND SCHEDULED FOR PUBLIC HEARING ON 2/1/2023. *Ordinance No. 3332-2023** - Amending Kenai Municipal Code Section 3.10.070-Livestock within the City Limits, to Allow a Maximum of Twelve (12) Chicken Hens to be Kept on Certain Lots Less than 40,000 Square Feet within the City of Kenai. (Douthit)
6. **APPROVED WITHOUT OBJECTION. Action/Approval** - Confirming the Mayor Appointment of Kenneth Ayers to the Council on Aging for a Partial Term Ending December 31, 2024. (Gabriel)
7. **APPROVED WITHOUT OBJECTION. Action/Approval** - Special Use Permit to Beacon Occupational Health & Safety for Exclusive Lease Space in the Alaska Fire Training Center.

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

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

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/81303072020>

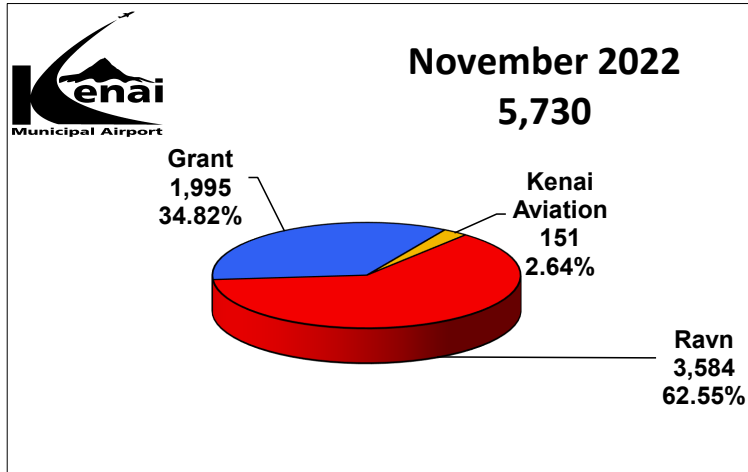
Meeting ID: 813 0307 2020 **Passcode:** 480578

OR

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

Meeting ID: 813 0307 2020 **Passcode:** 480578

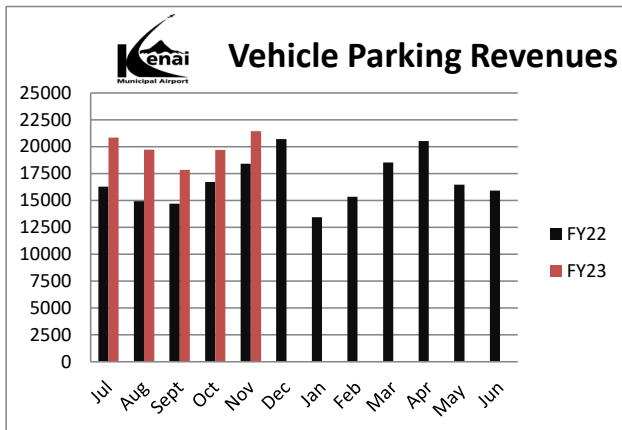
November
Enplanement Report



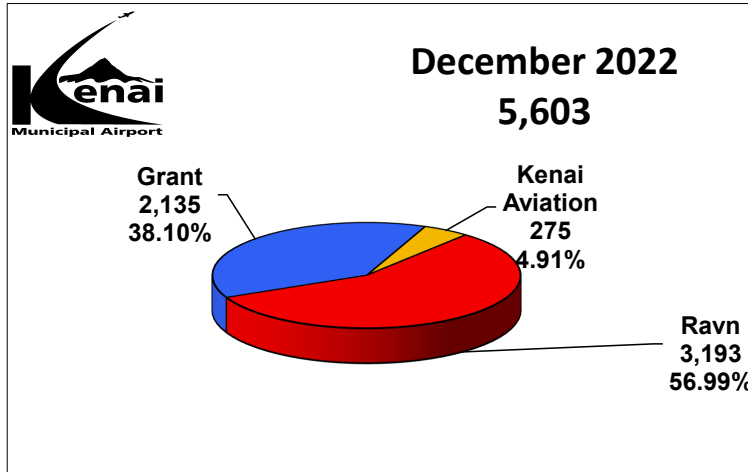
Month	RAVN ALASKA	GRANT AVIATION	Kenai Aviaiton	Total 2022	2021	Change from 2021
January	2,882	1,764		4,646	3,389	1,257
February	3,122	1,573		4,695	3,112	1,583
March	3,438	1,911		5,349	4,127	1,222
April	3,430	1,720		5,150	4,035	1,115
May	3,661	1,909	51	5,621	4,464	1,157
June	4,268	2,448	44	6,760	5,953	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	3,470	2,286	185	5,941	5,596	345
November	3,584	1,995	151	5,730	5,803	-73
December				0	5,571	
Totals	43,243	24,044	575	67,862	67,844	5,589

Terminal - Vehicle Parking Revenues

November		FY22 Total	
FY22	\$18,410	FY22 Total	\$202,020
FY23	\$21,447	FY23 YTD	\$99,569



December
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	3,470	2,286	185	5,941	5,596	345
November	3,584	1,995	151	5,730	5,803	-73
December	3,193	2,135	275	5,603	5,571	32
Totals	46,436	26,179	850	73,465	67,844	5,621

Terminal - Vehicle Parking Revenues

December		FY22 Total		FY23 YTD	
FY22	\$20,719	FY22 Total	\$202,020	FY23 YTD	\$120,163
FY23	\$20,594				

