

**KENAI AIRPORT COMMISSION
REGULAR MEETING
SEPTEMBER 14, 2023 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611**
Telephonic/Virtual Information on Page 2
<http://www.kenai.city>

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

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

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

D. APPROVAL OF ACTION MINUTES

1. May 11, 2023.....Pg. 3

E. UNFINISHED BUSINESS

1. **Discussion/Recommendation** – Revision to Terminal Landscaping Project Pg. 6

F. NEW BUSINESS

1. **Discussion/Recommendation** – Request from Kenai Aviation for Pumpkin Drop...Pg. 10

G. REPORTS

1. Airport Manager
2. City Council Liaison Pg. 12
3. Planning Director

H. ADDITIONAL PUBLIC COMMENT

I. NEXT MEETING ATTENDANCE NOTIFICATION – October 12, 2023

J. COMMISSION QUESTIONS AND COMMENTS

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. August 2023 Mid-Month ReportPg. 18
2. Special Use Permit – Corvus Airlines, Inc. DBA Ravn Alaska, LLC for Warm Storage 1...
..... Pg. 19
3. Ordinance No. 3369-2023 Appropriation of Funds for Alaska Regional Fire Training
Facility Pg. 27
4. Consent to Assignment and Assumption of Lease Agreement, of Lot 3,
Block 1, General Aviation Apron No. 1 Amended to Vickie L. Tyler..... Pg. 30
5. City of Kenai Commissions, Committees and Council on Aging Review Pg. 38

Join Zoom Meeting

<https://us02web.zoom.us/j/83184980092>

Meeting ID: 831 8498 0092

Passcode: 438703

OR

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

Meeting ID: 831 8498 0092

Passcode: 438703

**KENAI AIRPORT COMMISSION – REGULAR MEETING
MAY 11, 2023 – 6:00 P.M.
KENAI MUNICIPAL AIRPORT CONFERENCE ROOM
305 N. WILLOW STREET, SUITE 110 KENAI, AK 99611
CHAIR GLENDA FEEKEN, PRESIDING**

ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Airport Commission was held on May 11, 2023, in the Kenai Municipal Airport Conference Room, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Glenda Feeken, Chair
James Bielefeld

Dan Pitts
Joshua Daily

A quorum was present.

Absent:

Paul Minelga, Vice Chair
Jacob Caldwell

James Zirul

Also in attendance were:

Eland Conway, Airport Manager
Sarah Conley, Airport Administrative Assistant
Alex Douthit, Council Member

3. Agenda Approval

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda with the requested revisions and requested unanimous consent. Commissioner Daily **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED.**

B. SCHEDULED PUBLIC COMMENTS

1. Terminal Landscaping – Elise Huggins, Landscape Architect/Principal, Earthscape, LLC.

Elise Huggins presented options for terminal landscaping.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF THE MEETING SUMMARY

1. March 9, 2023.

MOTION:

Commissioner Bielefeld **MOVED** to approve the March 9, 2023 Summary. Commissioner Daily **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED.**

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. **Discussion/Recommendation** – Recommending the City Council Approve a Special Use Permit to Rogue Wave Processing for Aircraft Loading and Parking Space Related to Fish Haul Operations.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approval of a Special Use Permit to Rogue Wave Processing for Aircraft Loading and Parking Space Related to Fish Haul Operations. Commissioner Daily **SECONDED** the motion.

Airport Manager Conway presented a staff report.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

2. **Discussion/Recommendation** – Recommending the City Council Approve a Memorandum of Agreement with Ted Stevens Anchorage International Airport for Use of the Alaska Regional Aircraft Fire Training Center.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approval of a Memorandum of Agreement with Ted Stevens Anchorage International Airport for Use of the Alaska Regional Aircraft Fire Training Center. Commissioner Daily **SECONDED** the motion.

Airport Manager Conway presented a staff report.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

G. REPORTS

1. Airport Manager – Airport Manager Conway reported on the following:
 - Changes to Fire Training Center and Terminal Conference room rates.
 - Sand Storage building to be operational by October.
 - Fishing Grounds gift shop is open.
 - Float plane basin open.
 - Kenai Peninsula Air Fair.
2. City Council Liaison – Council Member Douthit reported on the FY2023 Budget process and the Storefront Improvement Plan.

H. NEXT MEETING ATTENDANCE NOTIFICATION – June 8, 2023

I. COMMISSION QUESTIONS AND COMMENTS

Commissioner Bielefeld noted the pie chart missing from Enplanements Report in the packet.

Commissioner Daily discussed breaking down the terminal landscaping plan into two phases.

J. **ADDITIONAL PUBLIC COMMENTS** - None.

K. **INFORMATIONAL ITEMS**

1. March 2023 Enplanements & Parking Revenue Report

L. **ADJOURNMENT**

There being no further business before the Airport Commission, the meeting was adjourned at 7:06 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of May 11, 2023.

Meghan Thibodeau
Deputy City Clerk

DRAFT



“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
From: Mary Bondurant – Interim Airport Manager
Date: September 7, 2023
Subject: ***Discussion/Recommendation – Revision to Terminal Landscaping Project***

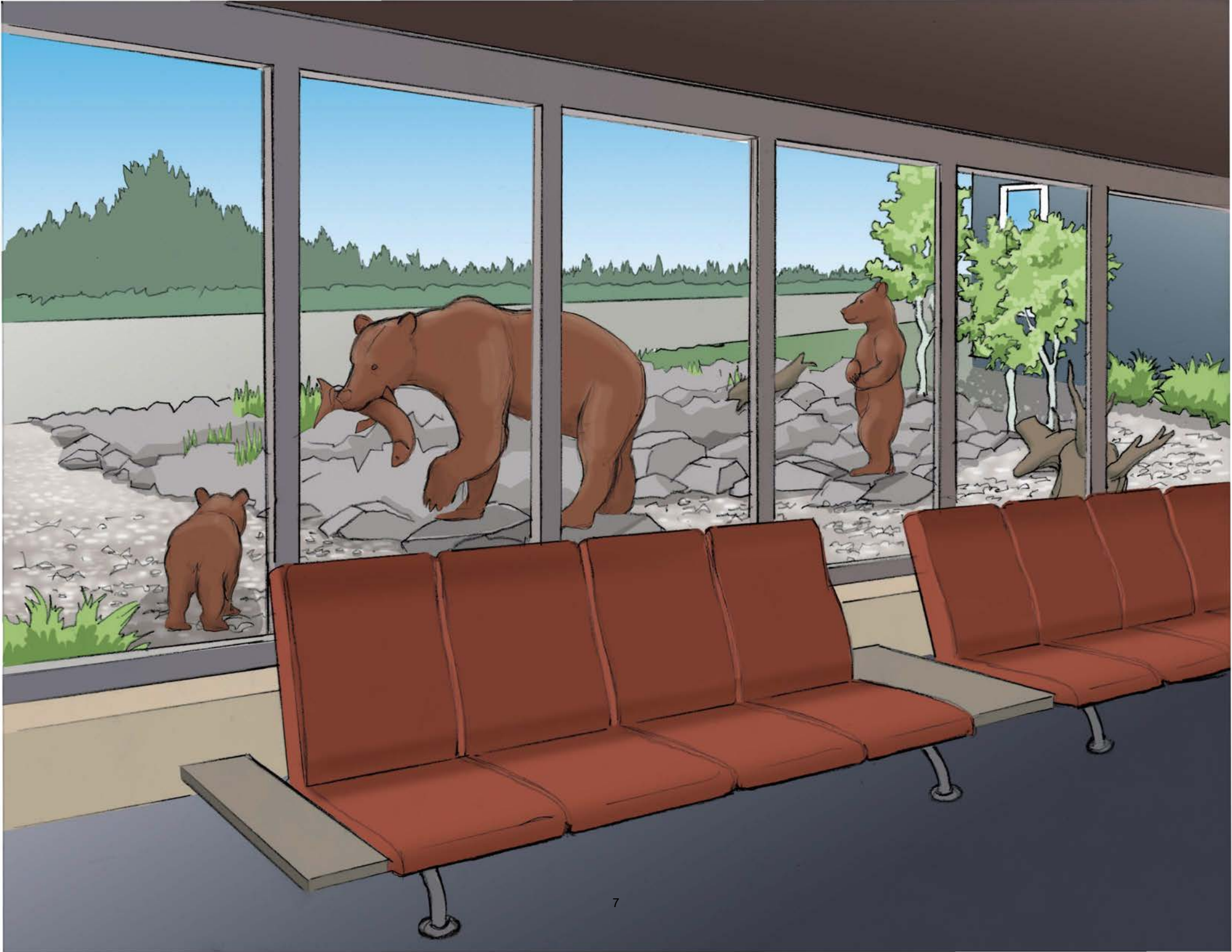
During the early planning stages of the terminal rehabilitation project, Airport Administration was working on different concepts/ideas for the landscaping portion. As the project evolved, the landscaping portion was pulled from the project and the terminal rehabilitation began. With that project now complete, the terminal landscaping in the design phase, and me back, the U.S. Fish and Wildlife Service – National Wildlife Refuge staff reached out and would like to bring this project to realization. The USFW National Wildlife Refuge team was the lead for the new display at the north end of the terminal building.

I met with the City Manager and Assistant to the City Manager who are in support of this project who suggested this be brought to Airport Commission for input.

With your recommendation, I will move forward and put the project together including identifying funding opportunities; whether it be fundraising events, grants, or working with non-profits or community foundations, etc. to assist with the project costs.

This bronze bear family sculpture garden will be an exciting addition to the City of Kenai and the Kenai Municipal Airport.

Attachments (3)





The Kenai Municipal Airport Bronze Bear Family Sculpture Garden

The Concept: To create a bronze wildlife sculpture garden that welcomes passengers and visitors who are departing and arriving at the Kenai Municipal Airport. This one-of-a-kind sculpture garden for Alaska will create an unforgettable experience and memory for all who visit the Kenai Municipal Airport. It will also provide countless photo opportunities that may be shared on an array of social media networks. Last, but not least, the bronze sculptures and accompanying landscaping would bring a degree of art that enhances and amplifies the recent improvements to the airport terminal.

The Sculptures: The sculptures and accompanying landscaping capture the essence of the Kenai Peninsula and its wild treasures and beauty. The sculptures consist of a brown bear family (an adult sow and two cubs) caught in still-life poses that play out thousands of times a year on the Kenai Peninsula and many of the places the airport serves. The female bear will have just caught a salmon and is making her way toward one of the cubs on the bank. On the other stream bank, another brown bear cub is standing and making direct eye contact with airport passengers and visitors who are driving up to the terminal or approaching the “departure” doors. See the illustration for additional details.

The Landscaping: The landscaping would depict a stream and surrounding stream banks. The (dry) stream would start back in the corner of the outdoor plaza and “flow” towards the existing sidewalk and ramp that leads to the “departure” entrance. Polished river rock, majestic boulders, and driftwood would make up the stream bed in which the sow bear stands. Out of the stream and on opposite stream banks, tall grass, native wildflowers, and some driftwood would be arranged on the banks. A few aspen trees would be near the terminal building in the back, helping to round out the multi-dimensional bronze bear sculpture garden.

Cost Estimate: The three bronze bear sculptures are estimated at a total cost of \$200,000. The landscaping cost is dependent upon local contractor services and prices are best estimated by local Kenai landscaping specialists.



“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
From: Mary Bondurant – Interim Airport Manager
Date: September 6, 2023
Subject: *Discussion/Recommendation for Kenai Aviation's Pumpkin Drop*

Eli Heinrich, Marketing Coordinator & Station Lead for Kenai Aviation, approached Airport Administration with a request to use the Kenai Operations Facility as the hosting facility for their annual Pumpkin Drop & Chili/Cornbread Cook event on October 21, 2023. The event is from 10:00a.m. to approximately 5:00p.m.

Kenai Aviation will be providing all the necessary man power for setup and takedown, traffic control, etc.

Please review the Eli's email explaining their event and be prepared for discussion and a recommendation.

Mary Bondurant

From: Eli Heinrich <eli@kenaiaviation.com>
Sent: Wednesday, September 6, 2023 12:43 PM
To: Jacob Caldwell; Mary Bondurant
Subject: Airport Commission Request - Building Use for Pumpkin Drop

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

I am writing on behalf of Kenai Aviation to request permission to use the Airport Operations Building at the Kenai Airport as the hosting location for our annual Pumpkin Drop & Chili/Cornbread Cookoff event, scheduled for October 21st of this year.

Our event has grown in recognition and attendance over the past years. Given its nature and size, we believe the Airport Operations Building would be an ideal venue to ensure safety and adequate space for all participants, spectators, and aircraft.

For those unfamiliar, the Pumpkin Drop event started as a small get-together where local pilots competed to accurately drop a pumpkin out of a plane and onto a target located off-airport. Over the last five years, it has grown into an anticipated community event, including a Chili/Cornbread cookoff, games for the kids, and a fun opportunity for people to meet and watch our local pilots show off their flight abilities.

Last year's event was held at the Guardian Medical hangar and provided what some considered to be less-than-ideal space for the crowd of approx. 400+ people that we attracted. This year we anticipate as many as 500+ attendees, and as many as 20+ aircraft.

Much like the Kenai Air Fair did for their event this summer, our Pumpkin Drop would most likely be set up in a very similar fashion. The indoors of the building could be utilized for our Chili & Cornbread cookoff, seating for people to eat, booths advertising partnering businesses & operators, and some potential game/crafts/activities for the kids. The ramp area located immediately outside of the garage doors could be sectioned off and used for outdoor seating and spectating. We would also utilize any available ramp space for participant aircraft parking at a safe distance from any community spectators. (The off-airport target is located on the Kenai Airpark runway off Buoy Ave. in K-Beach).

We will commit to adhering to any guidelines and requirements set by the Airport Management & Airport Commission and are willing to collaborate closely to ensure a successful and incident-free event.

Please let us know of any further information or documentation required to process this request. We appreciate your consideration and look forward to the possibility of hosting our event at your location.

--



Eli Heinrich

Marketing Coordinator & Station Lead

Email: eli@kenaiaviation.com



Kenai City Council - Regular Meeting

August 16, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items 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 ADMINISTRATIVE REPORTS

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

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

E. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3365-2023** - Increasing Estimated FY2023 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)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3366-2023** - Increasing Estimated Revenues and Appropriations in the General Fund - Planning Department to Complete Rezoning of the Kenai Waterfront Area as Identified in the 2022 Kenai Waterfront Revitalization Assessment. (Knackstedt)
3. **ENACTED WITHOUT OBJECTION. Ordinance No. 3367-2023** - Increasing Estimated Revenues and Appropriations in the General Fund - Street Department for Award of a Contract to Replace Public Sidewalk at 815 Frontage Road. (Administration)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-51** - Approving an Amendment to the Lease for a Portion of Lot 3, Block 17, Original Townsite of Kenai Between the City of Kenai and Peninsula Art Guild, Inc. to Accommodate an Existing and Proposed New Shed. (Administration)
5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-52** - Authorizing a Contract Award and Corresponding Purchase Order for the Cemetery Phase 2 Fencing Project. (Administration)

F. MINUTES

1. *Regular Meeting of August 2, 2023. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Recommending the Kenai Peninsula Borough Assembly Appoint Kenai City Clerk, Shellie Saner to the Kenai Peninsula Borough Voter Turnout Working Group. (Gabriel)
3. ***Ordinance No. 3368-2023** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Operations Facility Capital Funds to Provide Supplemental Funding for the Kenai Municipal Airport Operations Facility Boiler and HVAC Controls Replacement Project. (Administration)
4. **APPROVED WITHOUT OBJECTION. Action/Approval** - Approving Official Bond Amounts for City Manager, City Clerk and Finance Director. (Administration)

I. 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

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

N. PENDING ITEMS

1. **Resolution No. 2023-49** - Declaring the Rights-of-Way of Char Circle as Dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a Portion of S. Spruce Street as Dedication on Park View Subdivision (Plat No. KN 79-156) are No Longer Needed for a Public Purpose and Consenting to Vacation of the Rights-of-Way. (Administration) [*At the 08/02/23 meeting, this item was postponed to 09/06/23.*]

O. ADJOURNMENT

P. 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/87126614375>

Meeting ID: 871 2661 4375 **Passcode:** 146181

OR

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

Meeting ID: 871 2661 4375 **Passcode:** 146181



Kenai City Council - Regular Meeting

September 06, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
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B. SCHEDULED ADMINISTRATIVE REPORTS

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

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

E. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3368-2023** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Operations Facility Capital Funds to Provide Supplemental Funding for the Kenai Municipal Airport Operations Facility Boiler and HVAC Controls Replacement Project. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3369-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund to Procure Consumables for Aircraft Rescue and Fire Training Operations at the Alaska Fire Training Facility. (Administration) [KMC 1.15.070(d)]
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2023-53** - Authorizing a Budget Transfer in the Vintage Point Congregate Housing Improvement Capital Fund, and Authorizing a Construction Agreement and Corresponding Purchase Order for the Vintage Point Boiler and Controls Replacement Project. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2023-54** - Authorizing a Professional Services Agreement and Corresponding Purchase Order for the Lilac Lane Roadway Improvements Project. (Administration)

5. **ADOPTED UNANIMOUSLY. Resolution No. 2023-55** - Denying the Requested Exceptions to Kenai Municipal Code Section 14.10.070, Subdivision Design Standards and Granting Exceptions to Kenai Municipal Code Section 14.10.080, Minimum Improvements Required for Strawberry Hill Estates 2023 Addition Preliminary Plat. (Administration)

F. MINUTES

1. *Special Meeting of August 11, 2023. (City Clerk)
2. *Regular Meeting of August 16, 2023. (City Clerk)

G. UNFINISHED BUSINESS

1. **REFERRED TO PLANNING & ZONING COMMISSION AND POSTPONED TO 9/20/2023. Resolution No. 2023-49** - Declaring the Rights-of-Way of Char Circle as Dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a Portion of S. Spruce Street as Dedication on Park View Subdivision (Plat No. KN 79-156) are No Longer Needed for a Public Purpose and Consenting to Vacation of the Rights-of-Way. (Administration) *[At the 08/02/23 meeting, this item was postponed to 09/06/23.]*

H. NEW BUSINESS

1. *Action/Approval - Bills to be Ratified. (Administration)
2. *Action/Approval - Non-Objection to the Renewal of a Beverage Dispensary Liquor License for Kenai Joe’s Taphouse, LLC, DBA Kenai Joe’s Taphouse, LLC – License No. 626. (City Clerk)
3. *Action/Approval - Non-Objection to the Transfer of Ownership of a Restaurant Eating Place Liquor License and Restaurant Designation Permit for Jersey Subs AK LLC., DBA: Jersey Subs AK - License No. 5900. (City Clerk)
4. *Action/Approval - Non-Objection to the Renewal of a Marijuana Product Manufacturing Facility License for Herban Extracts, LLC., DBA Herban Extracts LLC - License No. 14432. (City Clerk)
5. *Action/Approval - Special Use Permit for Corvus Airlines, Inc. DBA Ravn Alaska, LLC for Use of 1,200 Square Feet of Warm Storage of a De-Ice Vehicle. (Administration)
6. *Action/Approval - Consent to Assignment and Assignment and Assumption of Lease Agreement, of Lot 3, Block 1, General Aviation Apron No. 1 Amended to Vickie L. Tyler. (Administration)
7. *Ordinance No. 3370-2023 - Accepting and Appropriating Fiscal Year 2023 Funds from the Sign Research Foundation for the Sign Research Foundation Scholarship Program. (Administration)
8. Discussion - Marijuana Walk/Drive Up Regulations. (Legal)

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging
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3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission

6. Beautification Committee

J. REPORT OF THE MAYOR

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OR

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

Meeting ID: 820 8860 8349 **Passcode:** 358169



KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Mary Bondurant, Interim Airport Manager
DATE: August 10, 2023
SUBJECT: **Airport Mid-Month Report August 2023**

2020/2021 Sand/SRE Storage Building – This project is coming along with a completion date of October 2023. Operations crew is looking forward to having sand readily available for use instead of breaking into a frozen sand pile.

Annual FAA 139 Inspection – The Airport received a write-up last year in regards to the Taxiway Delta Surface Painted Hold Position Sign (SPHPS) with a correction date of August 31, 2023, which to date has not been corrected. When Operations staff asked for an extension to August 31, 2024 due to unavailability of painting contractors, the FAA expressed hesitance on the extension. Airport Manager and Operations Supervisor are working to resolve the LOC.

In-house Activities

- TSA will be here on August 14, 15, & 16, 2023 for their annual site visit. Airport Manager is working on the updates to the Airport Security Plan.
- Non-exclusive Car Rental Concession is out for bid with a bid opening date of September 1, 2023.
- Anchorage FAA staff will be at the Airport on Wednesday, September 6, 2023 for a site visit and to discuss the Airport Capital Improvement Program (ACIP).
- Operations crew is very busy with hazing, coyote control, mowing, and general airfield and terminal maintenance. There is an issue with the keypad at the Float Plane Basin fuel pump and we are trying to get a new keypad. Please contact the Airport if you experience any issues at the fuel pump.
- All leases and special use permits are being reviewed to ensure rates and fees are in accordance with the Fee Schedule established on July 1, 2023.

P.S. – It is fun being back!!



KENAI

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

MEMORANDUM

APPROVED BY COUNCIL

TO: Mayor Gabriel and Council Members **Date:** 9/6/23
THROUGH: Terry Eubank, City Manager
FROM: Mary Bondurant, Interim Airport Manager
DATE: August 28, 2023
SUBJECT: **Action/Approval Special Use Permit for Corvus Airlines, Inc. DBA Ravn Alaska, LLC for Use of Warm Storage 1**

Ravn Alaska is requesting a Special Use Permit for de-icing vehicle storage from October 1, 2023 to April 30, 2024.

The permit is for 1,200 square feet of Warm Storage 1 for overnight heated storage for \$1,200 a month plus applicable sales tax.

Ravn Alaska is current on all fees owed and we have a current Certificate of Insurance on file. The Special Use Application Fee of \$100 has been paid.



**City of Kenai
Special Use Permit
Application**

Application Date: 08/22/2023

Applicant Information

Name of Applicant:	RavnAlaska						
Mailing Address:	4700 Old International Airport Rd.	City:	Anchorage	State:	AK	Zip Code:	99502
Phone Number(s):	Home Phone: ()		Work/ Message Phone: ()907-865-8715				
E-mail: (Optional)	Faimanifo.Faletagoai@ravnalaska.com						
Name to Appear on Permit:	Ravn Alaska						
Mailing Address:	4700 Old International Airport Rd.	City:	Anchorage	State:	AK	Zip Code:	99502
Phone Number(s):	Home Phone: ()		Work/ Message Phone: ()907-865-8715				
E-mail: (Optional)	Faimanifo.Faletagoai@ravnalaska.com						
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

Legal or physical description of the property:
Warm Storage 1

Description of the proposed business or activity intended: Heated overnight storage for Ravn Alaska deice vehicle.

Is the area to be used in front of or immediately adjacent to any established business offering the same or similar products or services upon a fixed location? YES NO

Would the use under this permit interfere with other businesses through excessive noise, odor, or other nuisances? YES NO

If you answered yes to any of the above questions, please explain:

What is the term requested (not to exceed one year)? October 1, 2023 through April 30, 2024

Requested Starting Date: October 1, 2023

Signature:		Date:	08/22/2023
Print Name:	Jason McEnerney	Title:	Ravn Alaska Kenai Station Manager

For City Use Only:	Date Application Fee Received:	_____
<input type="checkbox"/> General Fund <input type="checkbox"/> Airport Reserve Land	City Council Action/Resolution:	_____
<input type="checkbox"/> Airport Fund <input type="checkbox"/> Outside Airport Reserve	Account Number:	_____

SPECIAL USE PERMIT 2023-2024

The **CITY OF KENAI** (City), for the consideration, and pursuant to the conditions set out below, hereby grants to **CORVUS AIRLINES, INC, d/b/a RAVN ALASKA, LLC** (PERMITTEE) the non-exclusive right to use 1,200 square feet of area as described below:

Tract A FBO Subdivision consisting of approximately 1,200 square feet in an area described as Warm Storage 1.

and as further shown in the attached Exhibit A.

1. **TERM.** This special use permit shall be for approximately seven (7) months from October 1, 2023 to April 30, 2024.
2. **PERMIT FEES.** The Permittee shall be charged a monthly permit fee of \$1,200 plus applicable sales tax.

The Permittee shall pay the City the permit fee by the 10th day of the preceding month.

Checks, bank drafts, or postal money orders shall be made payable to the City of Kenai and delivered to the City Hall, 210 Fidalgo Avenue, Kenai, Alaska 99611.

In addition to the permit fee specified above, the Permittee agrees to pay to the appropriate parties all levies, assessments, and charges as hereinafter provided:

- A. Sales tax not enforced, or levied in the future, computed upon the permit fee payable in monthly installments whether said fee is paid on a monthly or yearly basis;
 - B. All necessary licenses and permits; all lawful taxes and assessments which, during the term hereof may become a lien upon or which may be levied by the State, Borough, City, or by any other tax levying body, upon any taxable possessory right which Permittee may have in or to the Premises by reason of its use or occupancy or by reason of the terms of this Permit, provided however, that nothing herein contained shall prevent Permittee from contesting any increase in such tax or assessment through procedures provided by law.
 - C. Interest at the rate of eight percent (8%) per annum and penalties of ten percent (10%) of any amount of money owed under this Special Use Permit which are not paid on or before the due date.
 - D. Costs and expenses incident to this Special Use Permit, including but not limited to recording costs.
 - E. Annual Special Use Permit Application fee of \$100.00 plus applicable sales tax.
3. **USE.** The use by the Permittee of the Premises is limited to the purpose of Storage for De-ice Vehicle. This use is subject to City, Borough, and State laws and regulations and the

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

- A. Permittee shall use the Premises only for storage of one de-ice vehicle.
 - B. The premises shall be returned to its current condition prior to the end of the term of this Special Use Permit.
4. **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, the City is entitled to coverage to the extent of the higher limits.
- A. Garage Liability or 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 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 for snow moving and storage activities to, from, or on the Premises. 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 October 1, 2023. The effective date of the insurance shall be no later than October 1, 2024.
 - vi. This insurance shall be primary and exclusive of any other insurance carried by the City of Kenai. This insurance shall be without limitation on the time within which the resulting loss, damage, or injury is actually sustained.
5. **INDEMNITY, DEFEND, AND HOLD HARMLESS AGREEMENT.** The Permittee shall fully indemnify, hold harmless, and defend the City of Kenai, its officers, agents, employees, and volunteers at its own expense from and against any and all actions, damages, costs, liability, claims, losses, judgments, penalties, including reasonable Attorney's fees of or for liability for any wrongful or negligent acts, errors, or omissions of the Permittee, its officers, agents or employees, or any subcontractor under this Permit. The Permittee shall not be required to defend or indemnify the City for any claims of or liability for any wrongful or negligent act, error, or omission solely due to the independent negligence of the City. If there is a claim of or liability for the joint negligence of the Permittee and the independent negligence of the City, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. Apportionment shall be established upon final determination of the percentage of fault. If any such determination is by settlement, the percentage of fault attributed to each party for purposes of this indemnification provision shall only be binding upon the parties included in the settlement agreement. "Permittee" and "City" as used in this article include the employees, agents, officers, directors, and other contractors who are directly responsible, respectively, for each party. The term "independent negligence of the City" is negligence other than in the City's selection, administration, monitoring, or controlling of the Permittee.
6. **PERMITTEE'S OBLIGATION TO PREVENT AND REMOVE LIENS.** Permittee will not permit any liens, including mechanic's, laborer's, construction, supplier's, mining, or any other liens obtainable or available under existing law, to stand against the Premises or improvements on the Premises for any labor or material furnished to Permittee or to any related entity or claimed entity. The Permittee shall have the right to provide a bond as contemplated by State of Alaska law and contest the validity or amount of any such lien or claimed lien. Upon the final determination of the lien or claim for lien, the Permittee will immediately pay any judgment rendered with all proper costs and charges and shall have such lien released or judgment satisfied at Permittee's own expense.
7. **PERSONALTY.** Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit. Personal property placed or used upon the Premises and not removed upon termination of this Permit will be removed and/or impounded by the City. Property removed or impounded by the City may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus a storage fee of \$25 per day. The City of Kenai is not responsible for any damage to or theft of any personal property of Permittee or its customers.
8. **FORBEARANCE.** Failure to insist upon a strict compliance with the terms, conditions, and/or any requirement 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.

9. **TERMINATION, DEFAULT.** This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. The City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety. The City may also terminate this Permit immediately, or upon notice shorter than 30 days, due to a failure of Permittee to comply with conditions and terms of this Permit, which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period to correct the violation or breach.
10. **NO DISCRIMINATION.** Permittee will not discriminate on the grounds of race, color, religion, national origin, ancestry, age, or sex against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by federal or State law. Permittee recognizes the right of the City to take any action necessary to enforce this requirement.
11. **ASSIGNMENT.** Permittee may not assign, by grant or implication, the whole any part of this Permit, the Premises, or any improvement on the Premises without the written consent of the City. Unless the City specifically releases the Permittee in writing, the City may hold the Permittee responsible for performing any obligation under this permit which an assignee fails to perform.
12. **ASSUMPTION OF RISK.** Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on the Premises and its exercise of the privileges granted in this Permit.
13. **NO JOINT VENTURE.** The 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.
14. **SURVIVAL.** The obligations and duties of Permittee under paragraphs 5 and 6 of this Permit shall survive the cancellation, termination, or expiration of this Permit.
15. **AUTHORITY.** By signing this Permit, Permittee represents that is has read this agreement and consents to be bound by the terms and conditions herein and that the person signing this Permit is duly authorized by the business to bind the business hereunder.

CITY OF KENAI

Corvus Airlines, Inc. dba Ravn Alaska, LLC

By: _____

By: _____

Terry Eubank
City Manager

Date:

Dallas Anthony
Director of Airports

Date:

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2023, the foregoing instrument was acknowledged before me by Terry Eubank, City Manager of the City of Kenai, Alaska, an Alaska home rule municipality, 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 _____, 2023, the foregoing instrument was acknowledged before me by Dallas Anthony, Director of Airports of Corvus Airlines, Inc. dba Ravn Alaska, LLC, an Alaska limited liability company, on behalf of the company.

Notary Public for Alaska
My Commission Expires: _____

ATTEST:

APPROVED AS TO FORM:

Scott Bloom, City Attorney



Exhibit A:

**Ravn Alaska Special Use Permit Area
City of Kenai Shop Yard**

**Parcel No:
04336001**

Tract A, FBO Subdivision

125'



1 inch equals 145 feet



The information depicted hereon is for graphic representation only of the best available sources. The City of Kenai assumes no responsibility for errors on this map.



**CITY OF KENAI
ORDINANCE NO. 3369-2023**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT FUND TO PROCURE CONSUMABLES FOR AIRCRAFT RESCUE AND FIRE TRAINING OPERATIONS AT THE ALASKA FIRE TRAINING FACILITY.

WHEREAS, the City entered into Memorandum of Agreements (MOA's) with the State of Alaska - DOT/PF Statewide Aviation (SWA) and the State of Alaska - DOT/PF Ted Stevens International Airport (ANC) agreeing to work cooperatively in operation of the Alaska Fire Training for the calendar year 2023; and,

WHEREAS, a stipulation of the MOA's is the Airport will bill and SWA and ANC will pay the actual costs of all training consumables; and,

WHEREAS, the Aircraft Rescue and Fire Fighting training courses scheduled for the month of September 2023 include live fire drills; and,

WHEREAS, the live fire drills require propane, the tank is nearly empty, and there were insufficient funds budgeted in FY2024 operating supplies at the Alaska Fire Training Facility; and,

WHEREAS, due to time constraints associated with the ARFF training courses starting September 7, 2023, City Administration is requesting introduction and approval of this Ordinance at the meeting of September 6, 2023; and,

WHEREAS, pursuant to KMC 1.15.070(d) the City may introduce and finally pass on the same day, an ordinance making, repealing, transferring or otherwise changing an appropriation.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the estimated revenues and appropriations be increased as follows:

Airport Fund:

Increase Estimated revenues	
Appropriation of Fund Balance	<u>\$25,000</u>
 Increase Appropriations	
Transfer to Alaska Fire Training Facility – Operating Supplies	<u>\$25,000</u>

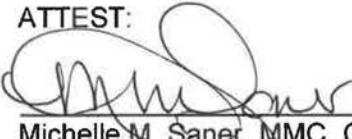
Section 2. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.


ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 6TH DAY OF SEPTEMBER, 2023.



Brian Gabriel Sr., Mayor

ATTEST:


Michelle M. Saner, MMC, City Clerk

Approved by Finance:  _____

Introduced: September 6, 2023
Enacted: September 6, 2023
Effective: September 6, 2023



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: Terry Eubank, City Manager
FROM: Mary Bondurant, Airport Manager
DATE: August 28, 2023
SUBJECT: **Ordinance No. 3369-2023 Appropriation of Funds**

This memo recommends support of Ordinance No. 3369-2023 appropriating funds into Operating Supplies at the Alaska Regional Fire Training Facility for propane.

There are insufficient funds in the FY2024 operating budget to cover the cost of propane.

Authorization of this \$25,000 will provide the propane necessary to conduct the live fire drills during the month of September 2023.

Thank you for your consideration.



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members **APPROVED BY COUNCIL**

THROUGH: Terry Eubank, City Manager **Date:** 9/6/23

FROM: Linda Mitchell, Planning Director

DATE: August 29, 2023

SUBJECT: **Action/Approval - Consent to Assignment and Assignment and Assumption of Lease Agreement, of Lot 3, Block 1, General Aviation Apron No. 1 Amended to Vickie L. Tyler**

David K. Lunt, on behalf of Schilling Rentals, LLC submitted an application and application fee for an Assignment and Assumption of Lease Agreement from Schilling Rentals, LLC, Assignor to Vickie L. Tyler, Assignee. The applicant notes that the lease assignment is for financing to erect a hangar. The applicant plans to erect a 6,000 square foot hangar. A map of the parcel is attached to this memorandum.

The original Lease of Airport Lands was executed by the City of Kenai, Lessor, and Vernon Lofstedt and Southcentral Air, Inc., Lessee, on August 19, 1985, for Lot 3, Block 1, General Aviation Apron and recorded on September 4, 1985, in Book 269 at Pages 985-999c. The subject Lease was initially issued for a "charter operations and operation and maintenance of aircraft used in scheduled commuter service" and amended to "hangar and office facility, air cargo services, maintenance and operation of aircraft, including fueling." Any changes in use would require a lease amendment. The term of the lease is for 55 years, expiring on June 30, 2040. The lease has been assigned over the years, and the most recent Assignment and Assumption of Lease was from SOAR International Ministries, Inc. to Schilling Rentals, LLC, which was executed and recorded in 2019. The Lessee is in compliance with the terms and conditions of the lease.

Section D, paragraph 3 of the Lease of Airport Lands stipulates that "Lessee with City's written consent, which will not be unreasonably denied, may assign for other than collateral purposes, in whole or in part, its rights as lessee hereunder."

If City Council approves the Consent to Assignment and Assumption of Lease Agreement, the City Manager will be authorized to sign the Consent to Assignment and the Assignment of Lease may be executed by the parties.

Thank you for your consideration.

Attachments

- Aerial Map
- Lease Assignment Application
- Draft Consent to Assignment and Assignment and Assumption of Lease Agreement



Lease Assignment
Lot 3, Block 1 General Aviation Apron
No. 1 Amended
125 FBO Road
KPB Parcel ID: 04324003



Map for Reference Only
NOT A LEGAL DOCUMENT



0 120 240 480 Feet



City of Kenai
Land Lease Application

Application for: [] New Lease [] Amendment [] Extension [x] Assignment [] Renewal
Application Date: 8/21/2023

Applicant Information

Name of Applicant: Schilling Rentals LLC
Mailing Address: Po Box 3426 City: Kenai State: AK Zip Code: 99611
Phone Number(s): Home Phone: 907-283-7556 Work/ Message Phone:
E-mail: (Optional)
Name to Appear on Lease:
Mailing Address: City: State: Zip Code:
Phone Number(s): Home Phone: Work/ Message Phone:
E-mail: (Optional)
Type of Applicant: [] Individual (at least 18 years of age) [] Partnership [] Corporation [] Government [] Limited Liability Company (LLC) [] Other

Property Information and Term Requested

Legal description of property (or, if subdivision is required, a brief description of property):
Lot 3, Block, GAA1 125 FBO Kenai, AK 99611
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:
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):
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) 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:

Financing to erect a hangar

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?

Vickie L. Tyler PO Box 109 Kenai, AK 99611

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:

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>[Signature]</i>	Date:	<i>8/21/2023</i>
Print Name:	<i>David K. Lunt</i>	Title:	<i>CFO</i>

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:	_____

CITY OF KENAI

CONSENT TO ASSIGNMENT

The Assignment of that certain Lease of Airport Lands entered into on August 19, 1985, and recorded in Book 269 at Pages 985-999c, on September 4, 1985, in the Kenai Recording District, from SCHILLING RENTALS, LLC (hereinafter called "Assignor"), whose address is P.O. Box 3426, Kenai, AK 99611, to VICKIE L. TYLER (hereinafter called "Assignee"), whose address is P.O. Box 109, Kenai, AK 99611, covering the following-described property:

Lot 3, Block 1, GENERAL AVIATION APRON NO. 1, AMENDED, according to the official plat thereof, filed under Plat No. 2004-20, in the Kenai Recording District, Third Judicial District, State of Alaska,

is hereby ACKNOWLEDGED AND CONSENTED TO, subject to the same terms and conditions as contained in the above-described original Lease of Airport Lands, and any and all amendments thereto.

This Consent is given by the City of Kenai without waiving any right or action, or releasing the Assignor from any liability or responsibility under the aforementioned Lease, and does not relieve the Assignee from the condition requiring the City's approval for any subsequent sublease or assignment.

Dated this ____ day of _____, 2023.

Terry Eubank, City Manager

ACKNOWLEDGEMENT

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this _____ day of _____, 2023, Terry Eubank, City Manager of the City of Kenai, Alaska, being personally known to me or having produced satisfactory evidence of identification, appeared before me and acknowledged the voluntary and authorized execution of the foregoing instrument on behalf of said City.

Notary Public for Alaska
My Commission Expires: _____

Approved as to form:

Scott Bloom, City Attorney

After Recording, Return to:
City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611

ASSIGNMENT AND ASSUMPTION OF LEASE AGREEMENT

SCHILLING RENTALS, LLC (hereinafter called "Lessee/Assignor"), whose address is P.O. Box 3426, Kenai, AK 99611, and who is Lessee under that Assignment and Assumption of Lease Agreement dated September 20, 2019, assigns all of its respective rights, title, and interests in the Lease to VICKIE L. TYLER, (hereinafter called "Lessee/Assignee"), whose address is P.O. Box 109, Kenai, AK 99611, subject to all the conditions and terms contained in the Lease.

The Lease covers property located in the City of Kenai described as:

Lot 3, Block 1, GENERAL AVIATION APRON NO. 1 AMENDED, according to the official plat thereof, filed under Plat No. 2004-20, in the Kenai Recording District, Third Judicial District, State of Alaska.

The Lease of Airport Lands was entered into on August 19, 1985, and is recorded in Book 269 at Pages 985-999c, on September 4, 1985, in the Kenai Recording District. The Assignment of Lease from the original lessee to James A. Munson is recorded in Book 462 at Pages 286-287. The Assignment of Lease to SOAR International Ministries, Inc. is recorded in Book 578 at Pages 269-272, in the Kenai Recording District. The Assignment and Assumption of Lease to Schilling Rentals, LLC is recorded in the Kenai Recording District at Serial No. 2019-010951-0.

Assignee hereby assumes and agrees to perform all duties and obligations required of Lessee by the Lease and to pay all outstanding liabilities and outstanding obligations that may be due and owing, or may have been due and owing, prior to the effective date of this Assignment and Assumption of Lease Agreement.

This Assignment and Assumption of Lease shall be governed by and construed in accordance with the laws of the State of Alaska.

ASSIGNOR:

SCHILLING RENTALS, LLC

By: _____
Michael K. Schilling
SCHILLING RENTALS, LLC

ASSIGNEE:

VICKIE L. TYLER

By: _____
Vickie L. Tyler

ACKNOWLEDGEMENTS

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023,
by, _____, (Name), _____(Title) of
SCHILLING RENTALS, LLC, an Alaska Limited Liability Company, on behalf of the
company.

Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023,
by, _____, (Name), _____(Title).

Notary Public for Alaska
My Commission Expires: _____

MEMORANDUM

TO: Council Members
THROUGH: Mayor Gabriel
FROM: Shellie Saner, City Clerk
Terry Eubank, City Manager
Scott Bloom, City Attorney
DATE: July 25, 2023
SUBJECT: **City of Kenai Commissions, Committees and Council on Aging Review**

This memo requests Council direction to the Administration for development of tools and methods to clarify the roles and responsibilities for members of the City’s advisory boards, commissions, committees and Council on Aging (Commissions). Having clear defined roles and responsibilities will provide commission members guidance for the activities of their body and also reduce dissatisfaction from members when they feel the commission is not meeting their expectations.

Purpose of Advisory Commissions. The role of each Advisory Commission is intended to bring experience, expertise and opinion to advise the City on various issues, policies and matters. Each Commission has a purpose that has been approved by the City Council, and each Commission should make recommendations that fulfill the purpose of their appointed role and advise the City on matters specifically related to their role as defined in code and policy.

Advisory Roles. The responsibilities of serving in an advisory role includes developing short-term and long-term goals and making recommendations to the City. In an advisory capacity, the Commission acts as an important source of information on a variety of issues that affect the City, residents and visitors.

Commission Development Tools.

Each Commission should develop an annual work plan at the beginning of each year, the work plan would then be submitted to Council for approval. The work plan would guide the work of the Commission throughout the year. At the end of each year, the Commission would then submit a final report to the Council for review of their activities.

Purpose of a Work Plan.

1. Documents that the work plan of the commission aligns with the assigned role, plans, policies and procedures of the City.
2. Ensures the Council and Administration is aware of the work intended for the Commission for the year ahead.

Purpose of an Annual Report.

1. Highlights key accomplishments, identifies completed projects and outlines various activities of the last year.
2. Provides the opportunity for Council review of the commissions accomplishments and confirms that the work of the commission continues to align with their assigned role and work plan as approved by Council.

Plan for Implementation.

September / October

1. Develop an online survey to be sent to all current commission and City Council members. Survey questions to be developed in coordination with the Administration, Clerks Office and two volunteer Council Members.

November

1. Distribute online survey to all current commission and City Council members. Thirty-day survey will close on November 30, 2023.

December

1. Compile survey data, finalize summary report of five (5) years of action for each commission and prepare work session packets.

January

1. Commission Work Sessions for each Commission with the following agenda outline.
 - a. Review of the past five (5) years of Commission actions taken.
 - b. Review Kenai Municipal Code applicable to the Commission.
 - c. Review Council adopted policies applicable to the Commission.
 - d. Develop any amendments to code or policy to be recommended for Council approval.
2. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the proposed amendments to code and policy.
3. Regular Council Meeting discussion / action on recommendations from each Commission regarding code or policy.
4. Based on the final decision approved by Council, each individual Commission will meet again in a Work Session to develop the following:
 - a. Missions or Vision Statement for the Commission.
 - b. Annual Work Plan.
5. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the Mission or Vision Statement and Annual Work Plan.

Note: Beginning the review process at the Commission level in January is recommended. This recommendation is based on the terms for Commission members, which is January 1 - December 31 and would allow work plans to be developed by the individual members who will be working on them.

February - December

1. Commission meetings to conduct work as approved in the Work Plan.

December

1. Prepare a final report to Council which identifies the highlights and accomplishments of the commission.

The benefits to the proposed Commission Development Tools are:

- Provides the Commission members an opportunity to have a deeper strategic conversation regarding their roles and expectations.
- Ensures compliance with policy and code requirements and keeps the Commissions focus and goals based on the opinion of the majority of the Commission and approved by Council.
- Avoids fragmenting responsibilities across multiple Commission and staff resources and/or identifies objectives that should be shared with other Commissions and staff resources.
- Allows the Administration and Council the opportunity to monitor operational costs and staff resources.
- Clearly identifies the Council expectations for Commissions and boosts Commission members engagement opportunities.

INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.

Instructions: In the space provided below, create a list of issues and goals (objectives) your commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.



Objective No. _____ Objective: _____ Estimated Time to Complete: _____

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Collaboration: *(Who needs to be involved to obtain the objective?)*

Funding: *(Are funds available, or is funding needed in a future budget?)*

SUMMARY OF REPORT

Provide a brief description of the report, include overall guidance and direction that the commission gave the city in recommendations.



MISSION STATEMENT

Its not necessary; however, restating the mission statement of the board is a good reminder to the reader about the commissions purpose.



HIGHLIGHTS

- Provide a bullet point list of highlights.
- Use broad descriptions including the problem and solution.
- Be brief, do not provide details in the highlights.



ACCOMPLISHMENTS

Provide an Objection Title

Detailed description of the accomplishment to include, but not limited to dates, locations, data collected, department and community support, and challenges faced.

Provide an Objection Title

Include a paragraph for all of the different projects and accomplishments, the highlight section of the report should guide the readers to here for more detail.



EDUCATION AND OUTREACH

This section should be used to detail how the accomplished item benefited the City, residents and visitors. Really emphasize community engagement with the item.

