

**KENAI AIRPORT COMMISSION
REGULAR MEETING
OCTOBER 12, 2023 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
*Telephonic/Virtual Information Below***
<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. September 14, 2023Pg. 2

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. **Discussion/Recommendation** – Kenai Municipal Airport Capital Improvement Program - Airport Manager and Public Works Director.....Pg. 5

G. REPORTS

1. Airport Manager
2. City Council LiaisonPg. 7

H. ADDITIONAL PUBLIC COMMENT

I. NEXT MEETING ATTENDANCE NOTIFICATION – November 9, 2023

J. COMMISSION QUESTIONS AND COMMENTS

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. KMA Enplanements, Float Plane Basin Activity, & Vehicle Parking Revenues – September 2023.....Pg. 13
2. Airport Mid-month – September 2023.....Pg. 14
3. Kenai Aviation 5th Annual Pumpkin Drop.....Pg. 15

Join Zoom Meeting

<https://us02web.zoom.us/j/87679103462>

Meeting ID: 876 7910 3462

Passcode: 542905

OR

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

Meeting ID: 876 7910 3462

Passcode: 542905

**KENAI AIRPORT COMMISSION – REGULAR MEETING
SEPTEMBER 14, 2023 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GLENDA FEEKEN, PRESIDING**

ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Airport Commission was held on September 14, 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
Joshua Daily
James Zirul

Paul Minelga, Vice Chair
Jacob Caldwell
Dan Pitts

A quorum was present.

Absent:

None

Also in attendance were:

May Bondurant, Interim Airport Manager
Sarah Conley, Airport Administrative Assistant
Victoria Askin, City Council Liaison

3. Agenda Approval

MOTION:

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

UNANIMOUS CONSENT was requested.

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF ACTION MINUTES

1. May 11, 2023.

MOTION:

Commissioner Zirul **MOVED** to approve the May 11, 2023 Summary. Commissioner Bielefeld **SECONDED** the motion.

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

E. UNFINISHED BUSINESS – None.

1. **Discussion/Recommendation** - Revision to Terminal Landscaping Project

Interim Airport Manager Bondurant provided a staff report on the terminal project; there was discussion.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Request from Kenai Aviation for Pumpkin Drop

MOTION:

Commissioner Bielefeld **MOVED** to recommend approval of Kenai Aviation's request to use the Airport Operations Building for their annual Pumpkin Drop even. Commissioner Daily **SECONDED** the motion.

Interim Airport Manager Bondurant provided 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:
 - Sand storage building
 - USAF personnel unit
 - Seasonal openings for operations
 - TSA unit
2. City Council Liaison – Council Member Askin reported on the actions of the September 6, 2023 City Council meeting.
3. Planning Director – Planning Director Mitchell reported on changes to land/lot leases in relation to the airport.

H. ADDITIONAL PUBLIC COMMENTS – None.

I. NEXT MEETING ATTENDANCE NOTIFICATION – October 12, 2023

J. COMMISSION QUESTIONS AND COMMENTS

Commissioner Zirul noted he knows where a moose display is available.

There was a discussion about the possibility of a group trip to ARFTC.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. August 2023 Mid-Month Report
2. Special Use Permit – Corvus Airlines, Inc. DBA Ravn Alaska, LLC for Warm Storage 1
3. Ordinance No. 3369-2023 Appropriation of Funds for Alaska Regional Fire Training Facility
4. Consent to Assignment and Assumption of Lease Agreement, of Lot 3, Block 1, General Aviation Apron No. 1 Amended to Vickie L. Tyler.

5. City of Kenai Commissions, Committees and Council on Aging Review

There being no further business before the Airport Commission, the meeting was adjourned at 6:40 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of September 14, 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: October 5, 2023
Subject: *Discussion/Recommendation – Revised Fiscal Years 2024-2026 Capital Improvement Plan*

The FAA is requesting the City to review the Airport capital projects for fiscal years 2024-2026 by the end of October. They are in the final stages of developing their plan and are soliciting any last updates from the City.

Submission requirements are the City’s intentions for the program type (BIL, AIP, etc.), prioritized project list broke down by fiscal year, total project estimate, breakout of proposed funding sources, and capital improvement program data sheets (CIPDS). CIPDS must include: breakout of major work element costs, thorough description of project scope, adequate documentation of eligibility and justification, and a descriptive sketch or marked up aerial image identifying the scope of work, location, and physical boundary of the project elements. Pavement projects should include the Pavement Condition Index (PCI).

This is the final opportunity to adjust the FY24 AIP program without need for special justifications. The Airport has made one change to the FY24 program with the addition of the boiler replacement project at the Operations Building. The FAA was notified of the project in August and received approval to include this project in the FY24 program in September.

The FAA will let us know which projects they anticipating being able to support contingent on such factors as fund availability, favorable environmental findings, and timely grant application submission.

Does Commission recommend Council approval of the Airport’s Fiscal year 2024-2026 Capital Improvement Program?

Attachment

**CAPITAL IMPROVEMENT PLAN
PROJECT LIST**

Airport: **Kenai Municipal Airport (ENA)**

Airport Sponsor: **City of Kenai**

Sponsor Contact:
Mary Bondurant Phone: **907.283.7951**

Consultant Contact:
HDL Phone: **907.564.2104**

PROJECT DESCRIPTION & COSTS

Proposed Fiscal Year to Begin Project FAA CIP Program Fiscal Year: October 1 to September 30	Project Description Revised August 23, 2023	Project Identified in ALP/MP	ESTIMATED Total Cost of Project	Grant Offer Y/N	Final Cost of Project	Cost Allocation (\$)			
						AIP 93.75%		6.25%	
						Federal Share	Sponsor Share	Other Share	Non-AIP Eligible
FY24	EA,Design,Costruct Apron Crack Seal, Marking, Seal coat	Y	\$2,300,000			\$2,256,250	\$143,750		
FY24	Acquire SRE (Loader & Sander)	Y	\$1,300,000			\$1,218,750	\$81,250		
FY24	Airport Master Plan Update - Phase 1	Y	\$750,000			\$703,125	\$46,875		
FY24	Airport Operations Center Boiler Replacement	N	\$700,000			\$656,250	\$43,750		
FY25	Perimeter Fenceline (N/W & S/W Perimeter Fence)	Y	\$3,960,000			\$3,712,500	\$247,500		
FY25	Rehabilitate Rwy 2L/20R inc. Lighting & Signage & Airfield Drainage	Y	\$35,000,000			\$32,812,500	\$2,187,500		
FY25	Airport Master Plan - Phase 2	Y	\$1,000,000			\$937,500	\$62,500		
FY25	Acquire ARFF Vehicle	Y	\$1,000,000			\$937,500	\$62,500		
FY26	Rehabilitate TW A/C/K/L inc. Lighting, signage, & airfield drainage	Y	\$15,000,000			\$14,062,500	\$937,500		
FY26	Terminal Road/Parking Lot Improvements	Y	\$1,750,000			\$1,640,625	\$1,623,125		
FY27	Phase 1 - Float Plane Basin Taxiway S with Access Control & Lighting	Y	\$3,100,000			\$2,906,250	\$193,750		
FY27	EA/Design/Construction Apron & Willow Street Extensions	Y	\$2,350,000			\$2,203,125	\$146,875		



Kenai City Council - Regular Meeting

September 20, 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. 3370-2023** - Accepting and Appropriating Fiscal Year 2023 Funds from the Sign Research Foundation for the Sign Research Foundation Scholarship Program. (Administration)
2. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-56** - Authorizing the Application to the State of Alaska, Department of Environmental Conservation for a State Revolving Fund Loan from the Alaska Drinking Water Fund and Execution of a Loan Agreement for the Water Treatment Plant Pumphouse Project. (Administration)
3. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-57** - Awarding Non-Exclusive On-Airport Car Rental Concessions to Copper River Rentals, LLC D/B/A Budget Rent A Car and Alaska Rent A Car, Inc. D/B/A Avis for the Period of January 1, 2024 to December 31, 2028. (Administration)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-58** - Authorizing a Twelve-Month Extension of Time for Good Cause for the Completion of Permanent Improvements for a Lease Between the City of Kenai and Alaska Air Fuel, Inc., for Airport Reserve Lands Described as Lot 5A, FBO Subdivision No. 10. (Administration)
5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-59** - Authorizing the City Manager to Enter a Project Partnership Agreement with the Department of The Army for the Administration and Construction of the Kenai Bluff Stabilization Project with an Estimated

Project Cost of \$41,604,000 Including a Federal Cost Share of \$37,443,600 and City Share of \$4,160,400. (Administration)

F. MINUTES

1. *Regular Meeting of September 6, 2023. (City Clerk)

G. UNFINISHED BUSINESS

1. **ADOPTED AS AMENDED WITHOUT OBJECTION. 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; at the 09/06/23 meeting, this item was postponed to 09/20/23.]*

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Action/Approval** - Confirming the Appointment of the October 3, 2023 Election Precinct Boards for the October 3, 2023 Regular City Election. (City Clerk)
4. ***Action/Approval** - Confirming the Appointment of Xinlan Tanner as Student Representative to City Council. (Mayor)
5. ***Ordinance No. 3371-2023** - Accepting and Appropriating Funds from the Institute of Museum and Library Services, Passed through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for Library Employee Training. (Administration)
6. ***Ordinance No. 3372-2023** - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)
7. **INTRODUCED AND REFERRED TO THE PLANNING & ZONING COMMISSION, AND SCHEDULED FOR PUBLIC HEARING ON 10/4/2023. *Ordinance No. 3373-2023** - Amending Kenai Municipal Code 14.20.330 - Standard for Commercial Marijuana Establishments to Prohibit Licensed Retail Marijuana Establishments from Serving Customers through a Walk-Up or Drive-Through Window. (Baisden, Winger, Douthit)

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

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/85421659496>

Meeting ID: 854 2165 9496 **Passcode:** 329706

OR

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

Meeting ID: 854 2165 9496 **Passcode:** 329706



Kenai City Council - Regular Meeting

October 04, 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

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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

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2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3372-2023** - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)
3. **ENACTED AS AMENDED WITHOUT OBJECTION. Ordinance No. 3373-2023** - Amending Kenai Municipal Code 14.20.330 - Standard for Commercial Marijuana Establishments to Prohibit Licensed Retail Marijuana Establishments from Serving Customers through a Walk-Up or Drive-Through Window. (Baisden, Winger, Douthit)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-60** - Authorizing the Use of Equipment Replacement Fund to Purchase a Second Replacement Ambulance for the Fire Department Fleet Under the Existing Contract with Braun Northwest, and Authorizing a Change Order to the Contract. (Administration)
5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-61** - Authorizing the Use of the Equipment Replacement Fund for the Purchase of Snow Removal Equipment for the City Streets Department Utilizing a State of Alaska Procurement Contract. (Administration)

F. MINUTES

1. *Regular Meeting of September 20, 2023. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Ordinance No. 3374-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund for the Purchase of Aviation Fuel Due to Fuel Sales at the Kenai Municipal Airport Float Plane Basin Being in Excess of Budgeted Amounts. (Administration)
3. **12/6/2023 CITY COUNCIL MEETING CANCELLED. Discussion/Action** - Cancelling the December 6, 2023 City Council Meeting to Allow for Council Member Travel to the Alaska Municipal League Conference. (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

1. Mayor's Proclamation Declaring October 2023 as, "Domestic Violence Awareness Month".

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

O. ADJOURNMENT

P. INFORMATION ITEMS

1. CIRCAC Director's 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/82508796716>

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

Meeting ID: 825 0879 6716 **Passcode:** 792372



Kenai Municipal Airport

Enplanements, Float Plane Basin Activity, & Vehicle Parking Revenues

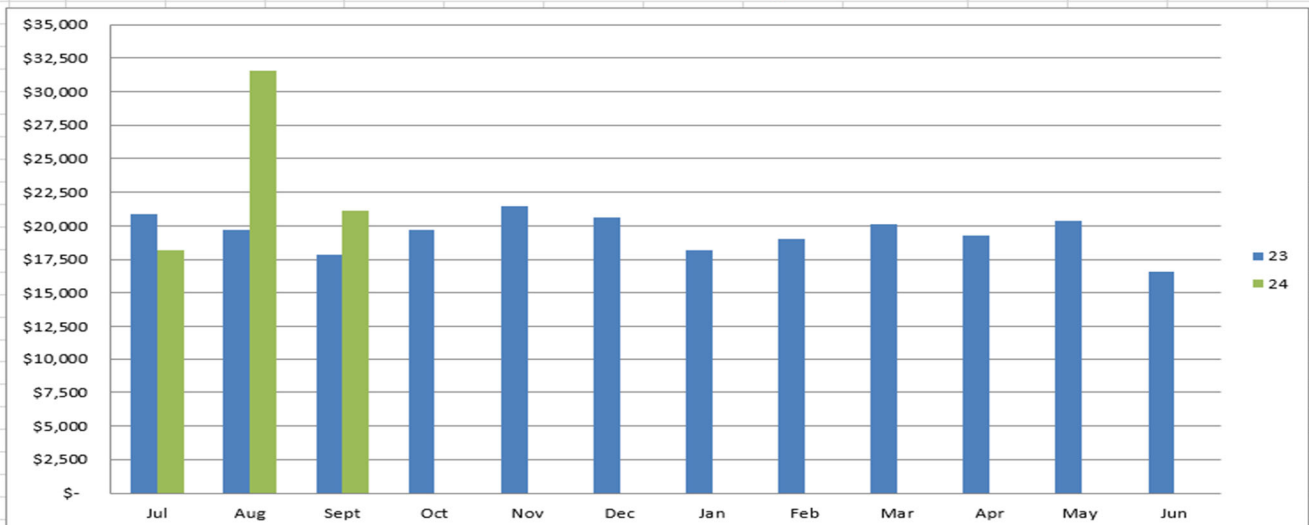
2023 Enplanement Report

Month	RAVN ALASKA	GRANT AVIATION	KENAI AVIATION	Total 2023	Total 2022	Change from 2022
January	2,799	2,326	305	5,430	4,646	784
February	2,711	1,199	229	4,139	4,695	-556
March	2,982	2,236	280	5,498	5,349	149
April	2,529	2,087	220	4,836	5,150	-314
May	2,547	2,432	608	5,587	5,621	-34
June	2,371	2,740	590	5,701	6,760	-1,059
July	4,241	3,067	836	8,144	8,896	-752
August	4,936	3,592	1,105	9,633	8,274	1,359
September	3,429	2,474	610	6,513	6,800	-287
October					5,941	
November					5,730	
December					5,603	
Airline Total	28,545	22,153	4,783			

Float Plane Basin Activity 2019-2023

OPERATIONS						FUEL SALES					
Month	2023	2022	2021	2020	2019	Month	2023	2022	2021	2020	2019
MAY	73	137	47	21	64	MAY	\$4,169	\$4,673	\$2,353	\$1,422	\$1,685
JUNE	115	188	123	105	123	JUNE	\$9,991	\$8,306	\$3,271	\$1,513	\$5,870
JULY	239	165	197	178	166	JULY	\$12,687	\$6,424	\$4,394	\$4,416	\$9,030
AUGUST	293	135	141	174	172	AUGUST	\$14,482	\$7,383	\$4,157	\$1,866	\$7,146
SEPTEMBER	169	33	87	103	132	SEPTEMBER	\$10,614	\$7,314	\$1,553	\$2,679	\$5,906
OCTOBER		0	0	19	37	OCTOBER		\$1,421	\$147	\$484	\$1,752
Total	889	658	595	600	694	Total	\$51,943	\$35,520	\$15,875	\$12,380	\$31,389

Terminal - Vehicle Parking Revenues



FY	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
23	\$ 20,847	\$ 19,719	\$ 17,848	\$ 19,707	\$ 21,447	\$ 20,594	\$ 18,144	\$ 19,005	\$ 20,124	\$ 19,276	\$ 20,360	\$ 16,612	\$ 233,683
24	\$ 18,156	\$ 31,564	\$ 21,125										



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: September 11, 2023
SUBJECT: **Airport Mid-month Report September 2023**

2020/2021 Sand/SRE Storage Building – This project has a completion date of October 2023. Operations crew is looking forward to a readily available supply of heated sand instead of breaking into a frozen sand pile. This will allow the operations crew to dedicate more time for snow plowing and ice control.

In-house Activities

- Airport Manager and Operations Supervisor met with the USAF Space Command on Monday, September 11, 2023. Three engineers conducted a site feasibility evaluation to determine ability to support DOD operations. The report will identify the airfield capacity, condition, runway length, fueling facilities, temporary housing, hotels, dining options etc. All three were very impressed with the Airport, the City, and the surrounding community.
- FAA representatives will be meeting at the Airport with the Airport Manager and Public Works Director on Thursday, September 14.
- The Airport is advertising for one Seasonal Operator position from September 5-14, 2023 and advertising for the temporary equipment operators will start on September 15, 2023.
- A TSA Security Inspector met with the Airport Manager on August 14 & 15 to review the Airport's Security Plan and conduct a site assessment. All discrepancies noted were corrected during his visit and an updated security plan has been submitted for approval to the TSA.
- Saturday, October 21st, the Kenai Airport Operations Facility will be the location for Kenai Aviation's Pumpkin Drop/Chili/Cornbread Cookoff. This is the five-year anniversary of the event. The pumpkins will be dropped at Kalifonsky Meadows (not the airport). The event is from 10am to 5pm and open to the public.



5th Annual PUMPKIN DROP & Chili/Cornbread Cook-off

October 21st



10AM - 5PM

PLANE LINEUP FROM 10-11 AM
PILOT BRIEFING AT 11 AM
AWARD CEREMONY AFTER LAST DROP

Chili & Cornbread
Cook-Off
Open to Public
Enter a Dish or
Come Vote for Your Favorite!



Must be a Pilot
or a Flight Student
to FLY a Pumpkin
Watch in-person at the Drop-Zone
or live from the Operations Building!

Games and Pumpkin decorating for the kids

CHILI | CORNBREAD | PUMPKINS | & FUN!

**AIRPORT OPERATIONS BLDG IN KENAI
ACROSS FROM THE ANIMAL SHELTER**

**TO SIGN UP SCAN OUR QR CODE
OR VISIT OUR FACEBOOK @KENAIAVIATION**

