

**KENAI AIRPORT COMMISSION
WORK SESSION – COMMISSION REVIEW
JANUARY 11, 2024 – 5:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
Telephonic/Virtual Information Below
www.kenai.city**

A. CALL TO ORDER

B. INTRODUCTION

1. Terry Eubank, City Manager
2. Scott Bloom, City Attorney
3. Shellie Saner, City Clerk

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

D. COMMISSION DISCUSSION

1. Review the 5-Year Summary on Airport Commission Activities..... Pg. 2
2. Review the Airport Commission Membership Responses to the Commission Committee and Council on Aging Survey..... Pg. 11
3. Review Kenai Municipal Code Chapter 21.20 Airport Commission. Pg. 18
4. Review Kenai Municipal Code Chapter 1.90 Standards for Boards, Commissions and Committees..... Pg. 19
5. Review of Council Policy 20.020 - Commission Committees and Council on Aging Procedures. Pg. 22

E. ADDITIONAL PUBLIC COMMENT

F. ADJOURNMENT

Join Zoom Meeting
<https://us02web.zoom.us/j/83396245330>
Meeting ID: 833 9624 5330
Passcode: 127767

OR
Dial In: (253) 215-8782 or (301) 715-8592
Meeting ID: 833 9624 5330
Passcode: 127767

MEMORANDUM

TO: Chair Feeken and Commission Members
FROM: City Clerk's Office
DATE: January 14, 2024
SUBJECT: 5-Year Summary of Airport Commission Activities



Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
11/09/23	Regular	Special Use Permit to the American Red Cross	Yes	Approved
10/12/23	Regular	Discussion/Recommendation – Kenai Municipal Airport Capital Improvement Program - Airport Manager and Public Works Director	Yes	Approved
09/14/23	Regular	Discussion/Recommendation – Revision to Terminal Landscaping Project	No	Discussion
09/14/23	Regular	Discussion/Recommendation – Request from Kenai Aviation for Pumpkin Drop	Yes	Approved
07/13/23	Work Session	Airport Manager Vacancy	No	Discussion
05/11/23	Regular	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.	Yes	Approved
05/11/23	Regular	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.	Yes	Approved
04/13/23	Work Session	Airport Terminal Landscaping	No	Discussion
03/16/23	Work Session	Presentation - Elise Huggins, Earthscape Alaska, Terminal Landscape Project	No	Discussion
03/09/23	Regular	Discussion/Recommendation – Recommending City Council Approval of the Student Representative Policy No. 20.100	Yes	Approved
03/09/23	Regular	Discussion/Recommendation – Recommending City Council Approval of Amendments to the City Council Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01	Yes	Approved
03/09/23	Regular	Discussion/Recommendation – Recommending City Council Approval of a Special Use Permit to Pacific Star Seafoods to Conduct Fish Haul Operations.	Yes	Approved

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
03/09/23	Regular	Discussion/Recommendation – Recommending City Council Approval of a Special Use Permit to The Fishing Grounds LLC to Operate a Snack/Gift Shop Inside the Airport Terminal Building, Suite 120.	Yes	Approved
02/24/23	Work Session	Presentation - Elise Huggins, Earthscape Alaska, Terminal Landscape Project	No	Presenter cancelled
02/09/23	Work Session	Air Service Development	No	Discussion
02/09/23	Work Session	West Air Park Development	No	Discussion
02/09/23	Work Session	Passenger Facility Charges	No	Discussion
01/12/23	Regular	Discussion/Recommendation – Establishing Rates & Fees at the Alaska Fire Training Center	Yes	Approved
12/08/22	Regular	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.	Yes	Approved
12/08/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Approve a Special Use Permit to Jeffrey Bettis for Towed Vehicle Storage.	Yes	Approved
11/10/22	Regular	Discussion/Recommendation – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan	Yes	Approved
11/10/22	Regular	Discussion – Lease Lot Availability	No	Discussion
09/08/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Approve a Special Use Permit to Corvus Airlines, Inc. d/b/a Ravn Alaska LLC for 1,200 Square Feet of Warm Storage of a De-Ice Vehicle.	Yes	Approved
09/08/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Adopt Resolution No. 2022-XX - Amending the Kenai Municipal Airport (ENA) Aircraft Parking Fees Effective June 1, 2022.	Yes	Approved

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
09/08/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Enact Ordinance No. 3311-2022 - Determining that Real Property Described as Lot 5, Block 1, Gusty Subdivision Addition No. 1, According to Plat No. 83-126 KRD, City-Owned Airport Land Located Outside the Airport Reserve, is not Needed for a Public Purpose, Waiving KMC 22.05.095 Methods of Sale or Disposal and Authorizing the Sale of the Property to Aaron Swanson DBA As Forever Business Plaza LLC.	Yes	Approved
09/08/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Enact Ordinance No. 3312-2022 - Determining Lot 4, Block 1, Gusty Subdivision Addition No. 1 Amended is not Needed for a Public Purpose and Approving the Execution of a Lease with an Option to Purchase between the City of Kenai and Aaron Swanson for the Property.	Yes	Approved
08/11/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Approve the Fifth Amendment to City of Kenai Municipal Airport Restaurant Concession Agreement, Authorizing the City Manager to Extend the Restaurant Concession Agreement in the Kenai Municipal Airport for an Additional Year	Yes	Approved
06/09/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Approve a Special Use Permit to Empire Airlines, Inc. for Aircraft Loading & Parking.	No	No Quorum
06/09/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Approve a Special Use Permit to Everts Air Fuel, Inc. for Aircraft Loading & Parking.	No	No Quorum
06/09/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Approve a Special Use Permit to Crowley Fuels LLC for Aviation Fueling & Apron Fueling Area.	No	No Quorum
06/09/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Approve a Special Use Permit to Alaska Geographic for a Vending Kiosk in the Airport Terminal.	No	No Quorum
06/09/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Approve a Special Use Permit to UPSCO United Parcel Service Co., Inc. for Aircraft Loading & Parking.	No	No Quorum
06/09/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Approve a Special Use Permit to Kenai Aviation for Aircraft Parking.	No	No Quorum
06/09/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Approve a Special Use Permit to Alaska Air Fuel, Inc. for Aircraft Loading & Parking.	No	No Quorum

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
06/09/22	Regular	Discussion/Recommendation – Recommending the Kenai City Council Approve Fifth Amendment to Agreement for Restaurant Concession with Situla LLC (D/B/A Brother’s Café).	No	No Quorum
05/12/22	Regular	Discussion/Recommendation – Recommending the City Council Approve a Special Use Permit to Pacific Star Seafoods for 15,000 sqft of Apron for Aircraft Parking & Loading from June 1, 2022-July 31, 2022.	Yes	Approved
05/12/22	Regular	Discussion/Recommendation – Recommending the City Council Approve the Second Amendment to Agreement for Janitorial Services to Reborn Again Janitorial.	Yes	Approved
05/12/22	Regular	Discussion/Recommendation – Recommending the City Council Approve Resolution No. 2022-XX – Approving the Execution of a Lease to Swanson Properties, LLC for Lot 6, Block 5, General Aviation Subdivision No. 1 Amended.	Yes	Approved
05/12/22	Regular	Discussion – FY23 Draft Airport Budget.	No	Discussion
04/14/22	Regular	Discussion/Recommendation – Special Use Permit to Laser Art Alaska, LLC for Displaying Laser Artwork and Alaskan Gifts for Sale	Yes	Approved
04/14/22	Regular	Discussion/Recommendation – Execution of a Lease to Joel Caldwell	Yes	Approved
04/14/22	Regular	Discussion/Recommendation – Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage	Yes	Approved
04/14/22	Regular	Discussion/Recommendation – Lawton Acres Parcel 04501003 Disposal Recommendation	Yes	Approved
03/10/22	Regular	Discussion/Recommendation – Authorizing the City Manager to Enter into an Airline Operating Agreement and Terminal Area Lease with Kenai Aviation	Yes	Approved
03/10/22	Regular	Discussion/Recommendation – Special Use Permit to State of Alaska Department of Natural Resources/Division of Forestry	Yes	Approved
02/10/22	Regular	Discussion/Recommendation – Approving Execution of a Lease to the State of Alaska, Division of Forestry	Yes	Approved
02/10/22	Regular	Discussion/Recommendation – City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan	Yes	Approved
01/13/22	Regular	Discussion/Recommendation – Resolution No. AC21-01 – Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan.	Yes	Approved as amended

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
12/09/21	Regular	Discussion/Recommendation – Resolution No. AC21-01 – Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan	No	No Quorum
11/09/21	Regular	Discussion/Recommendation – Resolution No. 2021-XX – Approval to Execute a Lease to Integrated Account Management, Inc	Yes	Approved
11/09/21	Regular	Discussion/Recommendation – Resolution No. AC21-01 – Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan	Yes	Postponed to 12/9/21
10/14/21	Regular	Discussion/Recommendation – Special Use Permit to Alaska Geographic for a Vending Kiosk	Yes	Approved
10/14/21	Regular	Discussion/Recommendation – Schilling Rentals, LLC Notice of Application to Lease Land Within the Airport Reserve	Yes	Approved
10/14/21	Regular	Discussion/Recommendation – Reschedule November 11, 2021 Airport Commission meeting to November 9, 2021	Yes	Approved
09/09/21	Regular	Discussion/Recommendation – Special Use Permit to Ravn Alaska, LLC. For Warm Storage	Yes	Approved
08/26/21	Special	Discussion/Recommendation – Kenai Waterfront Revitalization Feasibility Study	Yes	Approved
06/10/21	Regular	Discussion/Recommendation – Special Use Permit to James H. Doyle d/b/a Weaver Brothers, Inc. for Truck Trailer Storage	Yes	Approved
06/10/21	Regular	Discussion/Recommendation – Special Use Permit to State of Alaska, Division of Forestry for Air Tanker Reload Base	Yes	Approved
06/10/21	Regular	Discussion/Recommendation – Fourth Amendment to Restaurant Concession Agreement	Yes	Approved
05/13/21	Regular	Discussion/Recommendation – Special Use Permit to Crowley Fuels LLC for Aviation Fueling on Apron Fueling Area	Yes	Approved
05/13/21	Regular	Discussion/Recommendation – Approving Execution of Lease to SOAR International Ministries	Yes	Approved
04/08/21	Regular	Discussion – Final Project Status – Information Sign at Float Plane Basin	No	Discussion
04/08/21	Regular	Discussion – Final Conference Room Use Agreement	No	Discussion
04/08/21	Regular	Discussion – FY22 Airport Budget Narratives (drafts)	No	Discussion
04/08/21	Regular	Discussion/Recommendation – Special Use Permit to DNR/Forestry for Aircraft Loading and Off-Loading	Yes	Approved

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
04/08/21	Regular	Discussion/Recommendation – Special Use Permit to Pacific Star Seafoods Inc. for Aircraft Loading and Off-Loading	Yes	Approved
04/08/21	Regular	Discussion/Recommendation – Special Use Permit to Everts Air Fuel for Aircraft Parking	Yes	Approved
04/08/21	Regular	Discussion/Recommendation – Special Use Permit to UPSCO United Parcel Service Co., Inc. for Aircraft Loading and Parking	Yes	Approved
04/08/21	Regular	Discussion/Recommendation – Special Use Permit to Empire Airlines, Inc. for Aircraft Parking	Yes	Approved
04/08/21	Regular	Discussion/Recommendation – First Amendment to Janitorial Agreement to Reborn Again Janitorial	Yes	Approved
04/08/21	Regular	Discussion – Updated Airport Land Brochure	No	Discussion
03/11/21	Regular	Discussion – Informational Sign at Float Plane Basin	No	Discussion
03/11/21	Regular	Discussion/Recommendation – FY22 Budget	No	Discussion
02/11/21	Regular	Discussion – Airport FY2020-FY2025 Capital Improvement Program	No	Discussion
02/11/21	Regular	Discussion – Update Terminal Landscaping Design	No	Discussion
02/11/21	Regular	Discussion – Update on Float Plane Basin Upgrades	No	Discussion
02/11/21	Regular	Discussion/Recommendation – Airport Conference Room Use/Agreement	No	Discussion
02/11/21	Regular	Discussion/Recommendation – To Award Airport Security Guard Services	Yes	Approved
02/11/21	Regular	Discussion/Recommendation – Special Use Permit to DNR/Forestry for Aircraft Loading and Parking	Yes	Approved
01/14/21	Regular	Discussion/Recommendation – Updated Airport Goals & Objectives FY21-22	Yes	Approved
01/14/21	Regular	Discussion/Recommendation – Conference Room Use/Request/Agreement	No	Discussion
01/14/21	Regular	Discussion – Changes to Kenai’s ATCT Hours	Yes	Approved
01/14/21	Regular	Discussion – Terminal Landscaping Options	No	Discussion
01/14/21	Regular	Discussion/Recommendation – Kenai La Belle Mural	Yes	Approved
01/14/21	Regular	Discussion/Recommendation – Airport FY21/FY22 Capital Improvement Program	No	Discussion

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
01/14/21	Regular	Discussion – Information/Directional Signs at Float Plane Basin	No	Discussion
12/10/20	Regular	Discussion/Recommendation – Airport Goals and Objectives FY22	No	Discussion
12/10/20	Regular	Discussion/Recommendation – Conference Room Use/Request/Agreement	No	Discussion
09/10/20	Regular	Discussion/Recommendation – Execution of a Forty-Five Year Lease of Airport Reserve Lands Using the Standard Lease Form Between the City of Kenai and Kenai Aviation Operations, LLC, for Lot 9A, Block 5, General Aviation Apron No. 5	Yes	Approved
08/13/20	Regular	Discussion/Recommendation – Lease Execution, and Approving a Lease Execution Extension to May 31, 2021 to Schilling Rentals, LLC for Lot 5A, Block 1, FBO Subdivision 2018 Replat	Yes	Approved
08/13/20	Regular	Discussion/Recommendation – Six-Month Extension Request from SOAR International Ministries, Inc. for Lease Application Expiration for the Underdeveloped Portion of Tract A, General Aviation Apron No. 2.	Yes	Approved
08/13/20	Regular	Discussion/Recommendation – Application for a Forty-Five (45) Year Lease of City-owned Land Within the Airport Reserve described as Lot 5, FBO Subdivision No. 8 located at 525 N. Willow Street. The application was submitted by Alaska Air Fuel, Inc., 3700 W. Aviation Ave., Wasilla, AK 99654	Yes	Approved
07/09/20	Regular	Discussion/Recommendation – City Purchase of Lot 5, Spruce Creek Subdivision at 47875 Merganser Avenue	Yes	Approved
06/11/20	Regular	Discussion/Recommendation – Award Janitorial Contract for Airport Terminal	Yes	Approved
06/11/20	Regular	Discussion/Recommendation – A Lease Renewal of Airport Reserve Lands Described as Lot 4, Block 1, FBO Subdivision to CPD Alaska, LLC on a Standard Lease Form	Yes	Approved
06/11/20	Regular	Discussion/ Recommendation – Lease Assignment of Lot 3, Block 4, General Aviation Apron from DeWayne Benton to Joel Caldwell	Yes	Approved
06/11/20	Regular	Discussion/Recommendation – Approving a Ten-Year Lease Renewal of Airport Reserve Lands Described as Lot 1A, Block 1, General Aviation Apron No. 6 to Kenai Aviation Service, Inc. d/b/a Aviation Services on a Standard Lease Form	Yes	Approved
06/11/20	Regular	Discussion/Recommendation – Special Use Permit to Alaska Air Fuel for Aircraft Loading and Parking	Yes	Approved
06/11/20	Regular	Action/Approval - Ratify the Commission’s Decision Regarding Future In-Person and/or Virtual Meetings.	Yes	Approved

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
06/11/20	Regular	Discussion/Recommendation - Recommendation for a Conversion of Airport Reserve Lands Described as Lots 2 and 3, Block 5, General Aviation Apron Subdivision No. 1 Amended with SOAR International Ministries, Inc. and Recommendation of Temporary Development Incentive Application	Yes	Approved
05/14/20	Regular	Discussion – Float Plane Basin Fuel Pumps	Yes	Approved
05/14/20	Regular	Discussion/Recommendation – Special Use Permit to Everts Air Fuel, Inc	Yes	Approved
05/14/20	Regular	Discussion/Recommendation – Special Use Permit to Crowley Fuels, LLC	Yes	Approved
05/14/20	Regular	Discussion/Recommendation – Special Use Permit to United Parcel Service	Yes	Approved
05/14/20	Regular	Discussion/Recommendation – Special Use Permit to Empire Airlines	Yes	Approved
05/14/20	Regular	Discussion/Recommendation – Special Use Permit to Weaver Brothers, Inc	Yes	Approved
05/14/20	Regular	Discussion/Recommendation – Second Amendment to Restaurant Concession Agreement	Yes	Approved
05/14/20	Regular	Discussion/Recommendation – Resolution 2020-31 Conversion of Lease with State of Alaska, Division of Forestry	Yes	Approved
05/14/20	Regular	Discussion/Recommendation – FY2021-2025 Capital Improvement Plan	Yes	Approved
03/12/20	Regular	Discussion/Recommendation – On-Airport Fueling	No	Discussion
03/12/20	Regular	Discussion/Recommendation – Special Use Permit for State of Alaska Department of Natural Resources/Division of Forestry	No	Discussion/No objection
03/12/20	Regular	Discussion/Recommendation – Land Lease Application by Schillings Rentals, LLC	Yes	Approved
01/09/20	Regular	Discussion/Recommendation – Assignment of Lease from Kenai Fabric Center, Inc. to SOAR International Ministries, Inc. (Lots 2 and 3, Block 5, G.A.A. Subdivision)	Yes	Approved
01/09/20	Regular	Discussion/Recommendation – Second Amendment to Guardian Security Systems, Inc.	Yes	Approved
12/12/19	Regular	Discussion/Recommendation – Vending Machine Concession to Tyler Distributing Company	Yes	Approved
10/10/19	Regular	Discussion/Recommendation – Memorandum of Agreement with U.S. Fish and Wildlife Service and Alaska State Parks	Yes	Approved

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
10/10/19	Regular	Discussion/Recommendation – EAN Holdings, LLC Request for On-Airport Car Rental Business	Yes	Approved
09/12/19	Regular	Discussion/Recommendation – SOAR International Ministries Request to Assign Leases to Schillings Rentals, LLC	No	No Quorum
08/08/19	Regular	Discussion/Recommendation – Ordinance No. 3072-2019	Yes	Approved
08/08/19	Regular	Discussion/Recommendation – Lease Application – SOAR Ministries – Tract A, General Aviation Apron No. 2.	Yes	Approved
07/11/19	Regular	Discussion/Recommendation – Land Sale and Leasing Program Presentation	No	Discussion
06/13/19	Regular	Discussion – FY2020 Budget	No	Discussion
06/13/19	Regular	Discussion/Recommendation – Special Use Permit to Alaska Air Fuel, Inc.	Yes	Approved
06/13/19	Regular	Discussion/Recommendation – Special Use Permit to Crowley Fuels, LLC	Yes	Approved
06/13/19	Regular	Discussion/Recommendation – Special Use Permit to Empire Airlines, Inc.	Yes	Approved
06/13/19	Regular	Discussion/Recommendation – Special Use Permit to Everts Air Fuel, Inc.	Yes	Approved
06/13/19	Regular	Discussion/Recommendation – Special Use Permit to United Parcel Service Co.	Yes	Approved
06/13/19	Regular	Discussion/Recommendation – Special Use Permit to Weaver Brothers	Yes	Approved
04/11/19	Regular	Discussion/Recommendation – Lease Renewal – Schilling Rentals, LLC Lot 9A, FBO Subdivision	No	No Quorum
03/14/19	Regular	Discussion/Recommendation – Special Use Permit to State of Alaska/DNR Forestry	Yes	Approved
01/10/19	Regular	Action/Approval – Special Use Permit to Alaska Challenger Center	No	Removed from Agenda
01/10/19	Regular	Action/Approval – First Amendment to Agreement for Guardian Security Systems, Inc.	Yes	Approved

**Airport Commission Survey Responses
7 of 7 Commissioners Responded**

Question 1: Are you or have you served as a Chair of your Commission or Committee?

Participant 1	-
Participant 2	-
Participant 3	-
Participant 4	-
Participant 5	-
Participant 6	-
Participant 7	-

Question 2: What motivated you to join your commission or committee?

Participant 1	I have an airplane at the airport and am interested in the process of how airports and public facilities work.
Participant 2	39 year doing business on the airport. Flight instructions, fuel sales, sub leasing property.
Participant 3	To be a voice for the Civil Air Patrol as an airport tenant and to offer my decades of experience as an aviation professional to the group as a whole.
Participant 4	Interested in the airport, and its importance to Kenai and the surrounding communities.
Participant 5	I work at the airport and wanted to know more about and participate in its management.
Participant 6	To be able to serve the aviation/airport community in Kenai.
Participant 7	Passionate about Aviation and wanted to further the success of the Kenai Airport

Question 3: Do you understand your role, duties and responsibilities as a member of your commission or committee?

Participant 1	Yes
Participant 2	Yes
Participant 3	Yes
Participant 4	Yes
Participant 5	Yes
Participant 6	Yes
Participant 7	Yes

**Airport Commission Survey Responses
7 of 7 Commissioners Responded**

Question 4: Do you feel the duties and responsibilities of your commission or committee should be increased, decreased or better defined?

Participant 1	Better defined: the same. It all hinges on the director's enthusiasm and the ability to bring everyone at the table to deal with the issues.
Participant 2	Better defined: More effort put in to new member orientation.
Participant 3	Better defined: No option given for it, but about the same.
Participant 4	Stay the Same.
Participant 5	Increased.
Participant 6	Increased.
Participant 7	Increased.

Question 5: In a typical month how many hours do you spend working on commission or committee business?

Participant 1	Less than five hours.
Participant 2	Less than five hours.
Participant 3	Less than five hours.
Participant 4	Less than five hours.
Participant 5	Less than five hours.
Participant 6	Less than five hours.
Participant 7	Less than five hours.

Question 6: On a scale of 1 - 10, with one being the lowest rating and ten being the highest rating, how would you rate your commission or committee meetings?

Participant 1	8
Participant 2	8
Participant 3	8
Participant 4	8
Participant 5	7
Participant 6	3
Participant 7	9

**Airport Commission Survey Responses
7 of 7 Commissioners Responded**

Question 7: What measures would you recommend be taken to get more public participation with your commission or committee meetings?

Participant 1	better communication with the public regarding future plans and expectations of growth and service of the airport
Participant 2	Monthly newsletter to various airport businesses.
Participant 3	I think the commissions in general are advertised as being open to the public. Maybe an occasional PSA in media will reinforce that concept.
Participant 4	We have public participation when there are items that impact them.
Participant 5	I would encourage more outreach, through various media, to illustrate the importance of the airport to the community as well as engaging young people in aviation activities.
Participant 6	Have actual planning and impact discussions and not just rubber stamping
Participant 7	Public outreach

Question 8: On a scale of 1 - 10, with one being the lowest rating and ten being the highest rating, how would you rate the effectiveness of your commission or committee?

Participant 1	7
Participant 2	7
Participant 3	8
Participant 4	8
Participant 5	8
Participant 6	2
Participant 7	8

Question 9: Do you agree with following Kenai Municipal Code attendance requirements for commission or committee members? KMC 1.90.050 (b): If the commission, committee or board member shall be absent, without the body excusing the absence for good cause, from more than one-half of all the meetings of his or her committee, commission or board, regular and special, held within any period of three (3) consecutive calendar months, he or she shall thereupon cease to hold the seat. A commission, committee or board member may not have more than three (3) excused absences during a twelve (12) month calendar year.

Participant 1	No
Participant 2	Yes
Participant 3	Yes
Participant 4	Yes
Participant 5	Yes
Participant 6	Yes
Participant 7	Yes

**Airport Commission Survey Responses
7 of 7 Commissioners Responded**

Question 10: What are your expectations of the Director who is staff to your commission or committee?

Participant 1	explanations and communication with the director as far as administration of the airport funding and projects including negotiations with the FAA and interaction with the Council. For a while, our director was quiet and seemed not inclusive regarding projects, etc. The meetings were frustrating due to the lack of communication of problems the commission could have helped to work through.
Participant 2	Liaison with city officials
Participant 3	I'm not sure what this means. Our commission is voluntary and we don't have staff that I'm aware of.
Participant 4	Mary was great when she was our airport manager. Last couple of years not so great. Looking forward to welcoming a new airport manager.
Participant 5	I expect management to keep commission members well informed of all relevant situations, events and plans.
Participant 6	To communicate big picture planning between the Airport Manager and the City Manager and to vet those ideas off of the commission
Participant 7	Be organized and take their business seriously. Take the advisement of the committee seriously and allow their input to impact the overall plan and progress of the airport.

Question 11: In regards to succession planning and on-boarding new members to your commission or committee, what tools do you believe would streamline the process? MULTIPLE CHOICE

Participant 1	Choice 4: Many of the opportunities for training or meetings outside of the Commission meetings are during the day. Unfortunately, it is very difficult carving time out of my daily work schedule to attend.
Participant 2	Choice 1: Commission recommended transition plan for commission or committee chairs. Choice 2: Commission recommended strategy for on-boarding new members. Choice 3: Additional training opportunities outside of the biennial training that takes place in January of odd numbered years.
Participant 3	Choice 1: Commission recommended transition plan for commission or committee chairs. Choice 2: Commission recommended strategy for on-boarding new members.
Participant 4	Choice 4: Stay the same.
Participant 5	Choice 3: Additional training opportunities outside of the biennial training that takes place in January of odd numbered years.
Participant 6	Choice 1: Commission recommended transition plan for commission or committee chairs.
Participant 7	Choice 1: Commission recommended transition plan for commission or committee chairs. Choice 2: Commission recommended strategy for on-boarding new members.

**Airport Commission Survey Responses
7 of 7 Commissioners Responded**

Question 12: Do you feel allowing members to attend via remote participation benefits your commission or committee?

Participant 1	Yes
Participant 2	Yes
Participant 3	Yes
Participant 4	No
Participant 5	Yes
Participant 6	No
Participant 7	Yes

Question 13: Do you feel the number of members on your commission or committee should be increased or decreased?

Participant 1	Stay the Same
Participant 2	Stay the Same
Participant 3	Stay the Same
Participant 4	Stay the Same
Participant 5	Stay the Same
Participant 6	Stay the Same
Participant 7	Stay the Same

Question 14: Should members of your commission or committee be required to be residents of the City?

Participant 1	No
Participant 2	No
Participant 3	No
Participant 4	No
Participant 5	No
Participant 6	No
Participant 7	No

**Airport Commission Survey Responses
7 of 7 Commissioners Responded**

Question 15: Has the scope of work for your commission or committee changes during your time serving as a member?

Participant 1	The scope of work has improved.
Participant 2	The scope of work has improved.
Participant 3	There has been no change to the scope of work.
Participant 4	There has been no change to the scope of work.
Participant 5	There has been no change to the scope of work.
Participant 6	There has been no change to the scope of work.
Participant 7	There has been no change to the scope of work.

Question 16: Given your experience, how would you improve the activities of your commission or committee? MULTIPLE CHOICE

Participant 1	Choice 5: Other: we have always been advisory to the council which at any time could ignore the advice of the commission and pursue issues that may not be in the best interest of the of the airport. So far, it has been collegial.
Participant 2	Choice 5: Other: More commission familiarity with airport facilities. Tours of physical airport property.
Participant 3	Choice 5: Other: I'm not sure how to answer this. We are volunteers and our input is advisory in nature to the City. As such we really don't have any decision-making authority or create actionable plans.
Participant 4	Choice #: No response.
Participant 5	Choice 1: More focused mission, goals or objectives.
Participant 6	Choice 1: More focused mission, goals or objectives. Choice 2: Additional Resources: Airport Commission needs much greater involvement from City Management. Currently all communication about the airport is funneled through the Airport Manager who is pulled different directions between the commission and city management. Without City Management more involved beyond just the Airport Manager with the commission, we will always be playing tug-of-war with the manager instead of working together to create cohesive planning and strategy for the airport.
Participant 7	Choice 1: More focused mission, goals or objectives. Choice 2: Broader scope of duties.

**Airport Commission Survey Responses
7 of 7 Commissioners Responded**

Question 17: Do you feel your commission or committee should be eliminated or merged with another commission or committee?

Participant 1	No Change
Participant 2	No Change
Participant 3	No Change
Participant 4	No Change
Participant 5	No Change
Participant 6	No Change
Participant 7	No Change

Question 18: How might we improve commission or committee engagement?

Participant 1	Change of director has been very helpful. Better up to date information and buy in of the operations of the airport and feeling of commitment to the facility.
Participant 2	Orientations and familiarization with airport property.
Participant 3	From an Airport Commission standpoint, I feel that the Airport Manager's interaction with the people on the commission is key. Mary Bondurant has been great in soliciting our input on issues that matter to the airport and the surrounding community. That willingness to solicit input is key for whoever takes her place.
Participant 4	As stated before looking forward to a new airport manager.
Participant 5	Encourage more public participation
Participant 6	Give us real work and decision making to do instead of just presenting documents needing to be rubber stamped
Participant 7	Annual cross-committee BBQ.

Question 19: What other information would you like to provide for the Commission and Committee Review Process that will begin in January of 2024?

Participant 1
Participant 2
Participant 3
Participant 4
Participant 5
Participant 6
Participant 7

Chapter 21.20

AIRPORT COMMISSION

Sections:

21.20.010	Duties and powers.
21.20.020	Qualifications.
21.20.030	Membership.

21.20.010 Duties and powers.

The Commission shall:

- (a) Develop, adopt, alter or revise, subject to approval by the City Council, a master plan for the airport development. This may include:
 - (1) Development of type, location and sequence of all airport terminal facilities;
 - (2) Development and use of all airport aeronautical lands.
- (b) Observe, oversee and guide in an advisory capacity, any matters relating to use of airport runways, airport terminal, and airport aeronautical lands.
- (c) Act in an advisory capacity to the Council and the Airport Manager.
- (d) Make recommendations to the City Manager on the airport budget.

21.20.020 Qualifications.

Members of the Airport Commission will conform to the requirements of the City of Kenai Boards, Commissions, and Committees Standard Procedures as established by KMC [1.90](#), except that members of the Airport Commission need not be residents of the City of Kenai.

21.20.030 Membership.

The Commission shall comprise of seven (7) members who shall be chosen so as to represent broadly the following areas:

- (a) One member, fixed base operator (FBO).
- (b) One member, lessee of airport aeronautical lands or terminal facility.
- (c) One member, with expertise in Federal Aviation Administration functions.
- (d) One member, representing the Civil Air Patrol.
- (e) Three members, at-large, representing the business and professional community.
- (f) One non-voting member, representing ad hoc member of the Kenai City Council.

The Kenai Municipal Code is current through Ordinance 3380-2023, passed November 15, 2023.

Disclaimer: The City Clerk has the official version of the Kenai Municipal Code. Users should contact the City Clerk for ordinances passed subsequent to the ordinance cited above.

Chapter 1.90

STANDARD PROCEDURES FOR BOARDS, COMMISSIONS AND COMMITTEES

Sections:

- 1.90.010** **Creation.**
- 1.90.020** **Duties.**
- 1.90.030** **Qualifications.**
- 1.90.040** **Terms.**
- 1.90.050** **Proceedings.**
- 1.90.060** **Specific requirements of boards, commissions and committees.**

1.90.010 Creation.

All boards, commissions and committees created by the Council of the City of Kenai, shall consist of seven (7) members who shall be nominated by the Mayor and confirmed by the City Council from applications submitted to the City Clerk. A chair and vice-chair shall be selected annually and shall be elected from and by the appointed members. At the organizational meeting of Council, or as soon thereafter as practicable, the Mayor, after consultation with Council, shall nominate Council Members as a council liaison to any board, commission or committee. After confirmation by Council, the council liaison may attend all meetings of the board, commission or committee. A council liaison is not a member of, and shall have no voting power or any other rights of membership on, the board, commission or committee. The Mayor and other Council Members may attend meetings of boards, commissions or committees when serving as an alternate for the Council liaison, or in their capacity as elected officials. City administrative staff shall attend and supply staff support to all meetings of boards, commissions and committees.

1.90.020 Duties.

- (a) Members of boards, commissions and committees shall be required to establish policies relating to their respective organization. They shall act in an advisory capacity to City Council unless otherwise specified in the City Code.
- (b) If the board, commission or committee has income stated within the City of Kenai annual budget, said board, commission or committee shall work with the City Manager to establish expenses projected for the year for approval by the City Council.

1.90.030 Qualifications.

- (a) A member of a board, commission or committee must be a resident of the City of Kenai, unless the board, commission or committee is specifically exempted by Council from this requirement. The member cannot be an officer or employee of the City of Kenai. If any member should move his or her residence from the corporate limits of the City of Kenai (if

applicable), is an officer or employee of the City of Kenai, or shall be elected or appointed as an officer or employee of the City of Kenai, the service of such member shall terminate immediately. He or she should be aware that he or she will serve without salary, but will be reimbursed for all reasonable expenses incurred in connection with this service, only after approval by Council.

- (b) The Beautification Committee, and Harbor, Library, and Parks and Recreation Commissions may at the discretion of the Council have up to two (2) non-resident members each.
- (c) The Planning and Zoning Commission may have up to one member that is not a resident of the City if they have a controlling ownership interest in a business physically located in the City. This provision specifically does not create a designated seat for a non-resident.

1.90.040 Terms.

- (a) A member of a board, commission or committee shall serve for a term of three (3) years, unless the board, commission or committee is specifically exempted by Council from this requirement. At renewal date, the Mayor, with consent of the Council, can reappoint the member or recommend a replacement.
- (b) The terms of the initial board, commission or committee member shall be staggered so that three (3) members will be appointed for one (1) year; two (2) members will be appointed for two (2) years; and two (2) members will be appointed for three (3) years. Terms shall commence on January 1st of each year.

1.90.050 Proceedings.

- (a) All boards, commissions and committees will have regularly scheduled meetings which shall be open to the public. Exceptions to the meeting requirements shall be established by Council. Permanent records or minutes shall be kept of all proceedings and such minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the office of the City Clerk and shall be a public record open to inspection by any person. All acts of boards, commissions and committees are subject to the paramount authority of the City Council.
- (b) If the commission, committee or board member shall be absent, without the body excusing the absence for good cause, from more than one-half of all the meetings of his or her committee, commission or board, regular and special, held within any period of three (3) consecutive calendar months, he or she shall thereupon cease to hold the seat. A commission, committee or board member may not have more than three (3) excused absences during a twelve (12) month calendar year.
- (c) In all matters of parliamentary procedure, the most current edition of Robert's Rules of Order Newly Revised shall be applicable and govern all meetings, unless as specified in KMC [1.15.060](#), motions; KMC [1.15.100](#), speaking; and KMC [1.15.110](#), voting.

- (d) The responsibility of insuring that all members of boards, commissions and committees receive a copy of the Standard Procedures of Boards, Commissions and Committees lies with the City Clerk.

1.90.060 Specific requirements of boards, commissions and committees.

Requirements of boards, commissions and committees as set forth in KMC [1.90](#) are general requirements and shall be followed to the extent that they do not conflict with specific requirements found in code sections specifically pertaining to individual boards, commissions and committees. (Ords. 1223, 1239)

The Kenai Municipal Code is current through Ordinance 3373-2023, passed October 4, 2023.

Disclaimer: The City Clerk has the official version of the Kenai Municipal Code. Users should contact the City Clerk for ordinances passed subsequent to the ordinance cited above.

CITY COUNCIL – 20.020
COMMISSIONS, COMMITTEES AND COUNCIL ON AGING PROCEDURES

Effective Date: March 5, 2014

Last Action Date:

April 19, 2023

See Also:

Approved by:

City Council

POLICY – 20.020 Commissions, Committees and Council on Aging Procedures
Purpose

The purpose of this policy is to establish procedures, other than those provided in KMC 1.90, for Commissions, Committees and Council on Aging.

Scope

This policy applies to all advisory bodies appointed by the City Council. In addition to this policy the following Kenai Municipal Code (KMC) provisions are applicable:

Airport Commission is also regulated by KMC 21.20

Harbor Commission is also regulated by KMC 11.10

Parks and Recreation Commission is also regulated by KMC 19.05

Planning and Zoning Commission is also regulated by KMC 14.05.

Policy
A. Appointment and Reappointments

1. An application for consideration of appointment or reappointment to a Commission, Committee or Council on Aging must be submitted to the City Clerk.
2. The Mayor nominates an applicant for appointment or reappointment and by motion, the City Council confirms.

B. Establishing Subcommittees

1. A subcommittee of a commission or committee may be established for a specific function upon approval of Council.

C. Meeting Schedules

1. Commission, Committee and Council on Aging meeting schedule is as follows:

Commission / Committee / Council on Aging	Meeting Schedule	Scheduled Meeting Days
Airport Commission	Monthly	Second Thursday of the month
Beautification	Meetings held January, April, May, September and October	Second Tuesday of the month
Council on Aging	Monthly	Second Thursday of the month
Harbor Commission	Meetings held February, March, April, May, June, August, September and November	First Monday after first Council meeting of the month
Library Commission (<i>Suspended as of 2015, Ordinance No. 2815-2015</i>)		

Parks & Recreation Commission	Monthly, except for July	First Thursday of the month
Planning & Zoning Commission	Twice monthly	Second & fourth Wednesday

2. All regular meetings will be held in the Kenai City Hall Council Chambers with the exception of the Council on Aging who shall meet at the Senior Center and the Airport Commission who shall meet in the Conference Room of the Kenai Municipal Airport terminal building, unless offsite arrangements are approved by the Clerk. Exceptions for subcommittee meetings may be made with the advance notice of the City Clerk.
3. Regularly scheduled meeting times will be approved by Council.
4. Commissions, Committees and Council on Aging may, with the City Clerk's approval and notification to Council and the City Manager, hold special meetings (for a specific purpose) on an as-needed basis.
5. Commissions, Committees and Council on Aging meetings may be cancelled or rescheduled by the City Clerk, with notification to Council and the City Manager, if cancellation or rescheduling is warranted, i.e. lack of agenda items, pre-knowledge of lack of a quorum, etc.
6. Any additional commissions or committees established will be set and incorporated into the meeting schedule by the City Council.

D. Minutes & Meeting Recordings

1. With exception of the Planning & Zoning Commission, taking notes and electronically recording meetings shall be the responsibility of department liaison to the specific meeting body. The Clerk's Office shall take notes and record the meeting for the Planning and Zoning Commission.
2. Action minutes will be produced by the Clerk's Office from the department liaisons notes and provided to the City Council as official records of the meetings. Summary minutes will be produced by the Clerk's Office for Planning and Zoning Commission items when the item is quasi-judicial.
3. Regularly scheduled meetings shall be electronically recorded and with the exception of Planning & Zoning Commission, shall be kept for two years.
4. Planning & Zoning Commission meeting recordings shall be kept for 6 years.

E. Work Sessions


1. Work sessions may not be held without the approval of the City Clerk unless they occur on the night of and at the time of a regularly scheduled advertised meeting. Notification of scheduled work session shall be provided to City Council and the City Manager. Work session may be requested by Council, the liaison or Chair of the body.
2. During work sessions, only items on the work session agenda may be discussed and no formal actions may be taken.
3. At a minimum, work sessions shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.

F. Basic Meeting Information

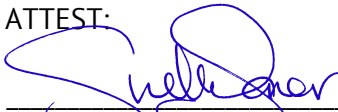
1. All meetings shall be open to the public.
2. At a minimum, meeting notices shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.

3. Meeting agendas shall be established by the Chair and the department liaison and shall be relevant to the authority of the board, commission or committee as designated within the bylaws or Kenai Municipal Code. Items requiring Committee, Commission or Council on Aging action under applicable municipal code prior to final action by the Council, as distinguished from advisory recommendations, will be referred to the respective body prior to any final Council action. The City Council, by motion, may refer any other item to be placed on an agenda seeking a recommendation from the respective Committee, Commission, or Council on Aging.
 4. The department liaison shall submit items for the agenda and supporting documentation to the Clerk's Office one week prior to a meeting, no later than 2:00 p.m. The Clerk's Office will compile meeting material and distribute. The Planning & Zoning Commission is exempt from this requirement as the Planning Department advertises, compiles meeting material and distributes for its commission.
 5. Rules of Order: Pursuant to KMC 1.15.120(b) and KMC 1.90.050(c), in all matters of parliamentary procedure, Robert's Rules of Order, as revised shall be applicable and govern all meetings, except as specified in KMC 1.15.060 (Motions), KMC 1.15.100 (Speaking), and KMC 1.15.110 (Voting).
 6. Quorum: No meeting may proceed in the absence of a quorum, i.e. a quorum is more than one-half of the board/commission (quorum of the whole).
 7. Motion: Pursuant to KMC 1.15.060(k), all motions require a second. A majority of votes is required to pass a motion.
 8. Speaking: In a meeting, members should be recognized by the Chair before speaking.
 9. When is it a Meeting: If any public business is discussed collectively by four or a majority of members of one body.
 10. Representation of the body: Members of a City of Kenai Board, Commission, Committee or Council on Aging may only speak on behalf of the body when approved to do so by a majority vote of the body; at which time their basic responsibility is to carry out the body's directives identified within the approved motion.
- G. Council Participation
1. Any Council Member may attend a meeting or work session of any Commission, Committee or the Council on Aging; however, no more than three Council Members may attend any one meeting without additional public notice.
 2. Only the Council Liaison to the respective, Commission, Committee or Council on Aging may speak on behalf of the Council to the relevant body if approved to do so by a majority vote of the City Council. Participation of the Liaison at Commission, Committee and Council on Aging meetings is limited to updating the body on the actions of the Council and reporting back to the Council the actions of the Commission, Committee or Council on Aging. The Liaison is a non-voting member and may not participate in the debate of an advisory body.
 3. Participation by Council Members (acting as a Council Member) other than the Liaison should be limited to ONE Council Member who is a sponsor of a legislative item to be considered for recommendation from the advisory body. The sponsors participation should be limited to three-minute testimony and answering questions from the body. The sponsor of the legislation may not participate in debate of the advisory body. When speaking to the advisory body as the legislate sponsor the following additional rules apply:
 - a. The legislative sponsor will not testify from the Dais, testimony from the sponsor shall be made from the area designated for public comment.

- b. If the legislative sponsor is the Liaison to the advisory body, the legislative sponsor will remove themselves from the dais and seat themselves in the public area of the chambers. The legislative sponsor will remain in the public seating area during the discussion, debate and voting on the legislative item in which they sponsored.
- 4. Exception: Council Members may fully participate in any joint work session or other meeting with a Commission, Committee, or the Council on Aging when it has been noticed that the City Council will be in attendance, or there has been a specific delegation of authority by the Council for a member(s) to represent the Council.



Brian Gabriel Sr., Mayor

ATTEST:


Sheltie Sauer, MMC, City Clerk

*Policy History: Action Approval on 08-04-2004; R2017-24; R2018-19; 2019-03; 2023-26
Note: Between 2004 and 2017 other amendments to the policy were made through the action approval process.*